

**TRANSMITTAL
LETTER**

Publication 31

DATE: June 2008

SUBJECT:

SPECIAL HAULING PERMIT MANUAL**INFORMATION AND SPECIAL INSTRUCTIONS:**

The attached edition of the Special Hauling Manual incorporates all changes to the laws, regulations, policies, and procedures relating to the oversize/overweight permit program since August 2004 edition of this manual.

This publication is not available for sale or distribution to the public; however, a copy will be provided to the State Library of Pennsylvania, Forum Building, Harrisburg, PA for viewing.

This publication has been compiled with the assistance and expertise of the Special Hauling Permit Standards Committee.

CANCEL AND DESTROY THE FOLLOWING:

August 2004 edition of this publication and all revisions thereto; including circular letters, strike-off letters, and administrative messages relating to Special Hauling Permits that are dated prior to June 2008.

**REQUEST ADDITIONAL COPIES
FROM:**

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APPROVED FOR ISSUANCE BY:
ALLEN D. BIEHLER BY:

Deputy Secretary for
Highway Administration

A handwritten signature in black ink, appearing to read "A. D. Biehler", written over the printed name and title of the Deputy Secretary for Highway Administration.

PENNSYLVANIA

Special Hauling Permit Manual



**CENTRAL PERMIT OFFICE
ROADWAY MANAGEMENT DIVISION
BUREAU OF MAINTENANCE AND OPERATIONS
DEPARTMENT OF TRANSPORTATION**

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CHAPTER 1 - PERMIT OFFICE ADMINISTRATION

1.1 - GENERAL ADMINISTRATION

The Central Permit Office is responsible for the statewide administration of the Special Hauling Permit Program. This includes: administering the Automated Permit Routing Analysis System (APRAS/WAPRAS); maintaining system tables, manuals, forms, policies, procedures, Regulations, legislative amendments, super load applications, registration agreements, surety bonds, monthly invoices, mailings, pamphlets; providing direction, guidance and problem resolution to the Engineering Districts and the public.

Each Engineering District Permit Office is responsible for the management of the Special Hauling Permit Program consistent with Federal and State laws, regulations and this Manual. This includes: providing adequate Permit staff to analyze, maintain, and process the various APRAS tables (i.e., administrative messages, miscellaneous restrictions including roadway/traffic/turn restrictions, canned routes, connector routes, load descriptions, State-Owned-Bridges on Locally-Owned-Roads (SOBLORS), etc.); providing support services to internal/external customers; assuring that each permit application is thoroughly reviewed and is in compliance with laws and regulations before issuance of the permit; coordinating the review of critical applications with District staff members (i.e., Bridge, Construction, Roadway Management, Traffic, etc.); as well as other District Offices; issuing permits for approved applications; notifying applicants of specific reasons for denial; collecting and securing prescribed fees and forwarding for deposit; and participating in hearings upon request.

County Office staff is responsible for receiving and forwarding applications to the District Permit Office. This includes assuring that the applicant has completed each permit application (all lines - except dashes) before forwarding the application to the District Permit Office; notifying applicants about denied applications; collecting and securing prescribed fees and forwarding immediately to the District Permit Office for deposit; and maintaining accurate and complete records of check transmittals.

Due to system and program security concerns, temporary employees should not have access to the Automated Permit Routing Analysis System (APRAS).

Temporary employees may perform the following duties:

- (1) Faxing and filing documentation
- (2) Photocopying
- (3) Opening mail
- (4) Answering telephone(s)
- (5) Other duties as assigned

Permit applicants must be restricted from entering the District Permit Office work area without appropriate supervision of a Permit Office staff member.

All Special Hauling applications must be processed via APRAS. If an out-of-service condition occurs, the affected District shall promptly determine if the outage is limited to APRAS within the District or if the outage is District-wide. If the outage is limited to APRAS, determine if a neighboring District is also experiencing an APRAS outage. If the outage is limited to APRAS, the District staff should be able to log on to the PennDOT Web Site to read the APRAS status message (under "Doing Business with PennDOT") and check their email for information posted about the outage. Do not immediately notify the Central Permit Office to report the outage because the Central Permit Office will be busy notifying appropriate BIS staff to help determine the nature of the problem. If the outage is not related to the mainframe or its connections, the District may implement its Continuity of Operation Plan (COOP).

Requests for emergency movement (i.e., Load Type 57) must be given a high priority during normal business hours.

1.2 - JURISDICTION

Permit Offices may issue Special Hauling Permits for movements that originate or end within any county in their own Engineering District.

1.3 - STAFFING

The District Executive determines Permit Office staff levels.

Each Engineering District Unit (i.e., Bridge, Permit, Roadway Management, Traffic, etc.) is required to manage leave and work hour scheduling to ensure adequately trained, knowledgeable employees are available to review applications, maintain database tables, and process permit applications.

All District Permit Office staff shall consist of an APRAS Coordinator and thoroughly trained designated staff members dedicated to support the permitting process.

New Staff

In the case of a NEW employee in an Engineering District Office (i.e., Permits, Bridge, RMS or Traffic Units) that will need access to APRAS, the District's IT Coordinator must first arrange for the employee to be granted access to all computer systems the employee will be using, including RACF, the APRAS User Group and Outlook. Then, requests to add an employee with a valid RACF User ID as an APRAS User must be emailed to the Central Permit Office by the District APRAS Coordinator. The APRAS Coordinator must confirm that the User has full LAN/WAN system access - including Outlook functionality - and, performs an integral function within the context of APRAS.

There are three security levels for PennDOT users:

- (1) RACF - granted by BIS Security.
- (2) APRAS User Group - granted by BIS Security.
- (3) APRAS User - granted by Central Permit Office.

1.4 – IBM RATIONAL CLEARQUEST

IBM Rational ClearQuest is an electronic system that was designed to provide Central Permit Office users with an efficient method to (1) report a problem with the APRAS software, (2) propose an enhancement to the APRAS software, (3) determine follow-up action on the request, or run and editing reports.

Any problems or suggested enhancements from the District Permit Offices should be reported to the Ombudsman in writing. Requests should include application ID, dates and a clear description of the problem or suggested enhancement.

1.5 - TRAINING/BACK-UP

Every Permit Office employee shall be thoroughly knowledgeable of policies and procedures contained in this Manual, and also related Federal and State Laws and Regulations.

Every Permit Office employee shall be thoroughly trained in all aspects of the APRAS program.

No Permit Office may be closed during any normal workday without prior approval from the Deputy Secretary for Highway Administration. Applications may still be submitted, reviewed and auto-issued via WAPRAS.

It is recommended that all District Permit Office staff field view operations at least twice a year. This would include such activities as witness a house move, a super load move, or survey a construction site.

Program orientation and training is available in the Central Permit Office for any new District APRAS Coordinator / Supervisor.

The Central Permit Office will periodically conduct Special Hauling Permit seminars or conferences involving APRAS Coordinators, as required.

APRAS Coordinators will be responsible for cross-training District Staff in APRAS Web techniques.

1.6 - AUTHORITY

Laws (enacted by both Congress and the PA General Assembly) and Federal and Department Regulations (promulgated by both Federal and PA's rulemaking processes) cannot be waived, altered or modified unless specifically authorized by the law or regulation.

Chapter 49 of the Vehicle Code specifies the legal vehicle size and weight limits, and under what conditions vehicles may be permitted to exceed the legal limits.

The Department has responsibilities to serve both applicants/permittees and the public. The Department's Regulations strive to strike a balance when the needs of individuals or groups are in conflict with the needs of the public.

The following Department Regulations govern oversize/overweight movements and can be found on the website www.dot.state.pa.us More Links>Hauling Permits>Hauling Permits:

Chapter 179: Oversize and Overweight Loads and Vehicles

Chapter 187: Movement of Special Vehicles Upon State Highways

The following Department Regulations govern movements over posted highways or bridges (see Chapter 8) and can be found on the website: www.dot.state.pa.us More Links>Hauling Permits>Hauling Permits :

Chapter 189: Hauling in Excess of Posted Weight Limit

Chapter 191: Authorization to Use Bridges Posted Due to Condition of Bridge

Chapter 193: Authorization to Use Highways Posted Due to Traffic Conditions

The above laws, regulations and Manual policies must be applied uniformly and without prejudice toward any permit applicant's religion, race, age, disability, nationality or state of registration.

Following is an excerpt from a 1990 Commonwealth Court opinion (Popple V. PennDOT), which provides excellent guidance on the Department's authority to interpret its regulations:

"... when reviewing the validity of an agency's interpretation of its own regulations, that interpretation controls unless erroneous or inconsistent with the regulation, or inconsistent with the statute under which the agency promulgated the regulation."

The Federal Government prohibits the movement of overweight divisible loads on the Interstate system, in order to preserve the public's enormous investment in the Interstate system – by protecting the highway and bridge infrastructure from avoidable overloads and premature deterioration.

Divisible loads can certainly be transported within the maximum legal size and weight limits applicable to vehicles operating on public highways. Less than 1% of the total highway truck traffic can qualify for a permit under the "nondivisible" criterion.

The Federal Highway Administration (FHWA) requires the Department of Transportation to report the number of permits issued for "overweight" and "overwidth" loads. The reported numbers specify permits for divisible and nondivisible loads on both a trip and annual basis. Except where specifically authorized by the Vehicle Code, Permit Offices do not have the authority to issue permits for divisible loads. If Pennsylvania fails to comply with this Federal Regulation (23 CFR, section 657.15), the Federal highway funds apportioned to Pennsylvania for the next fiscal year can be reduced by an amount equal to 10 percent of the amount that would otherwise be apportioned to Pennsylvania.

The Central Permit Office or higher Central Office authority may waive a policy, where warranted. However, the Central Permit Office will always notify the issuing Permit Office when a waiver is granted. Any applicant's claim of a Central Office waiver should not be considered true until verified with the Central Office. Authority to waive a policy request should be made by the owning District Office, via the notification queue's item "flag districts for review" stating what the request is. Upon review Central Office will approve or deny the request through the notification process and at that time add any additional requirements or restrictions.

If Chief Counsel determines there is a conflict between a law and a regulation, the law takes precedence (see Table on following page). If Chief Counsel determines there is a conflict between a regulation and a policy, the regulation takes precedence. **Engineering judgment does not supersede law, regulation or policy, unless specifically authorized by law, regulation or policy.**

Regulation Outline Format and Text Reference Guide

179 - Chapter

1 - Section

(a) - Subsection

(1) - Paragraph

(I) - Subparagraph

(A) - Clause

(I) - Sub clause

The following regulation sections are preempted by law (some of these preempted sections appear on Form M-938) or otherwise superceded:

TOPIC	REGULATION SECTION	PREEMPTED BY
Gross Weight Definition	179.1	102 Definition
SME Definition	179.1	102 Definition
Travel Periods Generally	179.10(7)(I)(A/B/C)	4962 (f.1) authorizes conditional continuous overweight travel.
Travel Periods Generally	179.10 (7)(ii)	4962 (f.1) authorizes conditional continuous overweight travel.
Travel Periods Raw milk	179.10(7)(I/ii)	4968(a)(3.1) authorizes conditional continuous overweight travel.
Travel Periods BOF Lances	179.10(7)(I/ii)	4968(a)(3.3) authorizes conditional continuous overlength travel.
Brake Retarders	179.10(20)	4974 exempts containerized cargo in 6-0 area only.
16' wide Mfg. Housing	179.11(a)	4973 authorizes manufactured housing to exceed 14' body width, up to 16'.
Manufactured Housing Anti-sway Devices	179.11(a)(1)	Administrative Hearing Officer Order published in PA Bulletin prohibits enforcement of anti-sway device requirement.
PSP Emergency Phone	179.12(a)(2)	Changed by PSP to (717) 346-5348

1.7 - PUBLIC INQUIRIES

Persons requesting information under the “Freedom of Information Act” (FOIA) should be advised this is a Federal statute that does not apply to State Governments or meetings. The FOIA (5 U.S.C. 552) establishes a presumption that records in the possession of agencies and departments of the Executive Branch of the U.S. Government are available to the public. The FOIA sets standards for determining when Government records must be made available and which records may be withheld.

PA citizens requesting information under PA’s “Right To Know” Law (RTKL) should be referred to the PennDOT Web Site at www.dot.state.pa.us. This site provides current information on PennDOT’s policies and procedures relating to the “RTKL”.

A “pdf” copy of Management Directive 205.36, which contains more detailed Commonwealth policies and procedures on the “RTKL”, is on the PennDOT “P” Drive.

Department records, including correspondence, memos, internal comments, and engineering reviews are considered confidential until a final decision is made (i.e., until an application is either approved or denied) and may not be released without the approval of the RTKL Office.

Correspondence to or from the Office of Chief Counsel may not be shared with the public, without prior approval of the Attorney, since such correspondence may qualify under the attorney-client privilege and may not be released without the approval of the RTKL Office.

Section 3754 of the Vehicle Code provides for the confidentiality of Department and State Police accident prevention investigations, such as in-depth accident investigations and safety studies and information, records and reports used in their preparation, which may not be released without the approval of the RTKL Office.

Bridge inspection reports, bridge analyses, and the information contained therein are considered to be confidential and may not be released without the approval of the RTKL Office.

Refer inquiries from the news media through the Community Relations Coordinator. When any staff member receives a request from a member of the media for information or background, they should refer those calls or requests to the District Community Relations Coordinator or Press Office. Notification should include the name and media outlet of the reporter and information on the request (i.e., date, time, reporter’s deadline).

Do not charge persons for blank preprinted forms, such as Applications (M-936A) and Supplemental Applications (M-936AS).

If a PA citizen requests, in writing, a certified copy of a permit record, and the request is approved by the RTKL Office, it may be necessary to complete the current "Certification & Attestation" (Form OS 200 - posted on PennDOT “P” Drive) and have it signed and sealed by the District Executive before releasing the document. Section 1956 of the Vehicle Code

requires that a \$5 fee be charged for each certified copy of any Department record, each form or supporting document comprising such record. DO NOT ACCEPT CASH.

Requests for permit records from PA enforcement personnel (e.g., local) and PA State Police including the Enforcement Teams should be honored promptly. Such requests typically involve time sensitive investigations and hearings.

It is essential that staff do not share their opinions or thoughts or advice when a citizen requests information relating to one or more pending citations. Department staff may provide non-attorney requestors with specific sections of the Vehicle Code or Regulations relating to their inquiry. A citizen's attorney should always be referred to the Office of Chief Counsel.

As a common courtesy, when corresponding with the Office of Chief Counsel on a SHP matter, provide the Central Permit Office with a copy of the correspondence.

As a common courtesy, when involving any Central Office staff, District staffs are expected (1) to make direct contact initially, and (2) to voluntarily provide all available information relating to the situation, up-front. Applicants and other persons should not simply be referred by any District Office staff to make direct, initial contact with Central Office staff, nor should relevant information ever be withheld (e.g., to influence a decision).

1.8 - RESPONDING TO CITIZEN COMPLAINTS

With the constant demands and pressures experienced in today's business environment, the level of service that can be provided may not always meet the applicant's expectations. Further, citizens do not always understand the reasons underlying the rules they must follow. When a citizen asks a question or registers a complaint, the initial and subsequent responses can either mitigate or aggravate the situation. Allow the citizen to be heard and try to answer each question in a respectful manner without offering excuses or exhibiting frustration.

During a normal workday, there are many contacts with citizens. A small number of citizens are not always satisfied with service and may display their dissatisfaction in one or more of the following manners: Anger, Sexually Harassing Comments, Elevated/Demeaning Voice, Vulgar Language, Harassment, Questioning Competency, Repetitive Questioning or Argumentative Attitude.

Both citizens and employees have a right to be treated in a respectful manner, which does not embarrass them or demean their dignity.

The following steps are recommended responses to citizen complaints received via the phone, if the caller is abusive:

- Stay calm and request the citizen to calm down.
- Suggest that the caller discuss the problem with your supervisor or if no supervisor is available, whoever is in charge in your District on that day.
- If the caller does not stop being abusive, after being advised to cease, inform the caller that the conversation will end immediately. Do not "hang up" on the caller without informing them first.
- Inform your supervisor or if no supervisor is available, whoever is in charge in your District, of the incident as soon as possible and document what was said and by whom.

The following steps are recommended responses to abusive citizens who are face to face:

- Stay calm and request the citizen to calm down.
- Refer the citizen to your supervisor or next higher representative in employee's chain of command or, if no supervisor is available, whoever is in charge in your District on that day. As soon as possible, document what was said and by whom.

- If a citizen becomes threatening, ask them to leave; if they do not leave, contact your supervisor or next higher representative in employee's chain of command or, if no supervisor is available, whoever is in charge in your District on that day for assistance.
- If a staff member feels physically threatened, appropriate security personnel shall be contacted immediately.

CHAPTER 2 - APPLICATION REVIEW

2.1 - RESPONSIBILITY

All District Permit Offices are required to **accept applications** for Special Hauling Permits from 8:00 a.m. to 4:00 p.m. each workday. Wherever practical, stagger employee lunch hours and breaks within each Permit Office in order to continuously support the Special Hauling Program. Having staff members who are not thoroughly cross-trained in hauling permit operations fill-in for permit staff is not sufficient.

All applications shall be submitted either via the APRAS Web (preferred) or on the most current Department Forms M-936A, M-936AS, and M-936AM. Forms M-936A, M-936AS, and M-936AM must be the Department's official, standardized, approved forms, as posted on the PennDOT Web Site.

APRAS Web-submitted permit applications will be processed automatically during holidays when State Offices are closed. At the discretion of the District Permit Supervisor, all Vendor fax machines may be shut down at the close of business on the last workday preceding a State holiday, to preclude misunderstandings that might otherwise arise. Vendor fax machines should resume operation by 8:00 a.m. on the first workday following the State holiday.

Every application shall be checked thoroughly to ensure compliance with the Vehicle Code, Department Regulation 179, and this Manual. The primary objectives in reviewing applications are:

1. to verify vehicle/load nondivisibility consistent with the Vehicle Code, Regulation 179 and applicable Federal laws and regulations;
2. to verify the other criteria that must be met to qualify for a permit (particularly criteria not edited and validated by APRAS software).

Nondivisible Discussion:

PA Vehicle Code - Section 102 Definition:

1. "Nondivisible." Incapable of being divided into parts or dismembered without substantially damaging its usefulness or value.
2. Webster's Eleventh New Collegiate Dictionary excerpts:

Incapable: lacking capacity, ability, or qualification for the purpose or end in view.

Substantial adj

substantially adv

a: consisting of or relating to substance

b: not imaginary or illusory: real, true

c: important, essential

FHWA Regulations 23 CFR CH 1 excerpts:**Section 657.13 Certification requirements.**

Each state shall certify to the Federal Highway Administrator before January 1 of each year that it is enforcing all State laws respecting maximum vehicle size and weight permitted on the FA primary, secondary, and urban systems, including the Interstate System, consistent with 23 U.S.C. 127. The certification shall be supported by information or activities and results achieved during the preceding 12-month period ending on September 30.

Section 657.19 Effect of failure to certify or to enforce State laws adequately.

Beginning January 1, 1981, if a State fails to certify as required by this regulation or if the Secretary determines that a State is not adequately enforcing all State laws respecting maximum vehicle sizes and weights on FA highways notwithstanding the State's certification, the FA highway funds apportioned to the State for the next fiscal year will be reduced by an amount equal to 10 percent of the amount which would otherwise be apportioned to the State less than 23 U.S.C. 104, and/or by the amount required pursuant to 23 U.S.C. 127.

Regulations 67 PA Code Chapter 179 excerpt:

Section 179.9(c) -- Dismantling, reducing or disassembling.

Special Hauling Permits will not be issued for a vehicle or combination of vehicles, including the load carried thereon, which can be reasonably dismantled, reduced, disassembled or otherwise rearranged so as not to exceed the size or weight limits specified in Chapter 49 of the act (relating to size, weight and load). Even if a vehicle or load cannot be brought within the size or weight limits, it shall be dismantled, reduced, disassembled or otherwise rearranged as much as is practicable. *The Department may allow removable parts to remain on a vehicle or load if axle weights do not exceed the limits specified in Table 8-2 (in the case of combinations) or 27,000 pounds (in the case of other vehicles) and if wheel weights do not exceed 800 pounds per nominal inch (25.4 mm) of tire width on the wheel.*

See Parts Removed discussion in Section 2.3, for current policy regarding removable parts. Generally:

- Parts weighing less than 500 pounds will not be added to the removable parts list.
- Applicants are encouraged but are not currently required to remove removable parts prior to the initial submission of an overweight application. If the engineering review determines a structure may be overstressed, the applicant may be advised to remove removable parts or to use equipment with additional axles or axle spacings and re-apply.

FHWA Regulations (Final Rule, June 13, 1994, Vol. 59, No. 112, p30392) excerpt:

Nondivisible load or vehicle.

- (1) As used in this part, "nondivisible" means any load or vehicle exceeding applicable length or weight limits which, if separated into smaller loads or vehicles, would:
 - I. Compromise the intended use of the vehicle, i.e., make it unable to perform the function for which it was intended;
 - II. Destroy the value of the load or vehicle, i.e., make it unusable for its intended purpose; or
 - III. Require more than 8 work hours to dismantle using appropriate equipment.The applicant for a nondivisible load permit has the burden of proof as to the number of work hours required to dismantle the load.

The Final Rule further states that a State is not required to grant a permit in any case, and it would certainly be reasonable to deny a permit to a carrier or shipper which makes a perfunctory or deliberately inadequate effort to dismantle a load within 8 work hours. The 8-hour requirement applies only to disassembly time. The FHWA intends to allow the States some latitude in implementing the definition, unless indications of non-enforcement or abuse appear.

Preliminary reviews of Form M-936A and, where applicable, Form M-936AS, and Form M-936AM will be conducted only on super load requests (see Regulation 179.8(4)) and upon request, bridge beams greater than 70 feet long submitted to the Department consistent with Section 107.23 of Publication 408.

Submitted applications need to be reviewed as much as possible to identify potential problems even when a partial review suggests that the application cannot be approved. For example, the effects the vehicle will have on all bridges should be determined although one or several bridges cannot accommodate the proposed movement. Thus, if an application is denied, every identified problem with the application should be conveyed via the APRAS System to the applicant so that known problems can be addressed by the applicant (and considered by the Hearing Officer if the denial is appealed). Department staffs are expected to assist permit applicants but are also expected to ensure applicants comply with the applicable laws, regulations, and policies.

The Vehicle Code (Section 6104) requires the Department to examine and determine the genuineness, regularity, and legality of every application, and to reject any application if not satisfied as to its genuineness, regularity or legality, or the truth of any statement contained in the application. Section 6104 authorizes the Department to make investigations deemed necessary and to require additional information deemed necessary. This would include requiring on-site inspections, route surveys, certified weights, and digital images, at the applicant's expense (see Regulation 179.9(e)(1)).

Bridge/Permit Office - Review and Retention Procedures:

Following is Department policy for processing applications:

All non-Web applications need to be entered and processed in APRAS on a first-come-first-served basis except as noted below:

Exception 1: Public Emergency.

Applicants requesting authorization to move oversize/overweight vehicles because of a bona fide emergency or accident affecting the public safety or convenience will be provided prompt assistance consistent with Chapter 3 - Load Type 57.

Exception 2: Roadside Hazard.

Applicants requesting either: (a) a permit to replace a confiscated permit, or (b) a Supplement due to vehicle breakdown en route on a PA highway, where the vehicle/load is a potential roadside hazard to motorists, will be provided prompt assistance.

Exception 3: Department Error.

Applicants requesting replacement permits or Supplements due to a confirmed PennDOT error will be provided prompt assistance.

Super load permit applications that require approval by the District Bridge Engineer should be **reviewed** by each affected Bridge Engineer within **two** employee work days after the application is forwarded for manual review.

Non-super load permit applications that require approval by the District Bridge Engineer should be **reviewed** by each affected Bridge Engineer within four employee work hours after the application is forwarded for manual review.

Other non-super load permit applications should be **reviewed** by each affected Permit Office within four employee work hours after the application is forwarded for manual review. The issuing District (not the applicant) is responsible for contacting reviewing Districts who have not provided a final decision within eight employee work hours.

Approved "faxed" and "walk-in" paper applications (i.e., other than APRAS Web-submitted) will be retained for one year from the issuance date of the permit, and filed in an "orderly, promptly retrievable manner" either by permit number, permittee name, or issuance date.

Denied "faxed" and "walk-in" applications shall be retained in a separate file for at least 90 days from the denial date, with supporting documentation. APRAS denial notifications are also maintained for 90 days, to ensure records are available if the applicant requests an Administrative Hearing.

APRAS will automatically notify the applicant or Permit Service (via fax, email, or in writing) of a denied application. When denying an application, be sure to **provide all reason(s) why** the application is denied. Applicants may need clarification on some denial reasons; such communication is desirable and is encouraged.

It is the responsibility of the Permit Service to notify their customers of all denial reasons. An applicant represented by a Permit Service that also calls a District Permit Office should be encouraged to become a Web APRAS user.

An applicant may appeal the denial of a correctly completed application under 2 PA C.S. Sections 501-508 (relating to practice and procedure of Commonwealth agencies), 1 PA Code Part II (relating to general rules of administrative practice and procedure) and Chapter 491 (relating to general procedures), by submitting a written request for a hearing within 30 days after the application is denied, to the Administrative Docket Clerk, Office of Chief Counsel, 400 North Street, Harrisburg, Pennsylvania 17120-0041. A filing fee as prescribed under Chapter 491 (currently \$150), made payable to the "Commonwealth of Pennsylvania," and a copy of the written denial shall accompany each request.

2.2 - GENERAL APPLICATION (M-936A) REVIEW

Following is a checklist of items to consider when reviewing every application for a single trip permit. This checklist is arranged to be consistent with the information listed on the Application (Form M-936A). Non-APRAS-Web applications not submitted on the current Department Form M-936A series will be returned to the applicant for resubmission.

It is the responsibility of the applicant to provide accurate and complete information on its application.

Previous Application ID:

If a previous permit has been issued within the past 30 days with similar information (i.e., routing or equipment), indicate the application number (for review or cloning purposes).

Type Permit Requested:

Applicant shall indicate type of permit requested.

Permit Office:

Designate the appropriate District Permit Office.

Account No.:

List the registered six-digit account number assigned by the Central Permit Office. If the applicant does not provide an account number, leave blank.

Account Number confidentiality. Only the first two digits of an Account No. will appear on an issued Permit to protect Account Numbers from unauthorized use. (31 = Permit Service; 32 = High Volume Permittee; 33-34-35 = Bill Code 3; 01-12 = grandfathered Bill Code 3).

FEIN/SSN:

The responsible Motor Carrier shall provide the Federal Employer Identification Number (or the Social Security Number if there is no FEIN).

Note: The FEIN/SSN shall always belong to the responsible motor carrier.

Payment type:

"0" - Prepaid Book Permits only.

"1" - Unregistered applicants requiring immediate payment (i.e., certified/cashier's check or money order.) Personal checks - not exceeding \$5.00 - can be accepted to make up the difference between the permit fee and the certified/cashier's check or money order. Under SAP, excess monies exceeding the actual permit fee will be accepted by APRAS. A motor carrier must request the difference directly from the Comptroller's Office in Harrisburg.

"3" - Registered Accounts.

"4" - Governmental or quasi-governmental agency.

Name, Address, City, State and Zip:

Applicant shall list the responsible registered motor carrier's **name** and address (e.g., owner, lessee, or sub lessee of a motor vehicle - not the owner of the load, any drawn vehicle or any other person).

Acceptable ZIP Code formats are: nnnnn or nnnnn-nnnn for U.S. Zip Codes and ANA (space) NAN for Canadian Zip Codes (where N = a numeric value and A = a Capital alpha character).

Gross Weight (see Regulation 179.8):

When the Gross Weight of a combination exceeds 136,000 pounds or the limit specified in Regulation 179.8, Table 8-1, Column I (see Illustration 2-1, Column (D)), the applicant is required to submit a completed Supplemental Application (Form M-936AS) to the issuing Engineering District along with the completed Application (Form M-936A - see Illustration 2-1, Column (D)).

Form M-936AS is also required when the Gross Weight of Special Mobile Equipment (SME) or other vehicles exceed 136,000 pounds.

When the Gross Weight of a combination exceeds the maximum limit specified in Illustration 2-1, Column (E), the application cannot be approved. In such case, equipment with additional axles is required (e.g., single-axle truck tractors or semitrailers do not qualify for additional weight above Table 8-2 limits).

When the Gross Weight exceeds 201,000 pounds, the applicant is required to submit his or her preliminary super load application to the Central Permit Office.

Even if a vehicle does not exceed any statutory weight limit, it is still prohibited from exceeding any posted weight limit (see 67 PA Code, Chapters 189, 191 and 193).

Regulation 179.10(13) identifies special permit conditions that may be required for crossing bridge spans, which would also require pilot cars. Regulations 15 and 173 identify pilot cars as "authorized vehicles" and grant them special operating privileges.

Bridge discussion. Only bridges that cannot accommodate one or more vehicles or combinations operating at or below the current legal maximum limits are subject to being posted with a weight limit. Some bridges can accommodate one truck at a time and are so posted (not necessarily with a weight limit but with Sign R12-1A containing the words "BRIDGE LIMITED TO ONE TRUCK").

Bridges that are posted only to limit traffic to one truck at a time may be crossed by an "overweight" vehicle (See Table below) operating under authority of a Form M-936P/M-936PB permit (not a Form M-4902 permit), subject to the affected Bridge Engineer's review and approval of Form M-936AS.

Legal weight limits applicable to "BRIDGE LIMITED TO ONE TRUCK" sign if no supplemental plaque is placed with the sign:

<u>Total # Axles</u>	<u>Legal Gross Weight</u>
2 (Truck, SME)	38,000
3 (Truck, SME, Combination)	58,400
4 (Truck, SME, Combination)	73,280
5 or more (Combination)	80,000

Any applicant proposing to cross a bridge posted with a "Bridge Limited to One Truck" sign with a vehicle having a Gross Weight higher than listed in the above table, must submit a completed Form M-936AS or select alternate routing.

Brake Retarders. Unless exempted by law (see Section 4974), regulation or policy (see Regulation 179.10(20)), a brake retarder is required whenever a vehicle or combination operates along a State highway with a Gross Weight greater than 80,000 pounds (i.e., permit condition codes 2080 and 5658). Under Section 4501 of the Vehicle Code, only the Department of Transportation has authority to "promulgate regulations governing the type, size, construction, location and use of brake equipment taking into consideration different requirements for different classes or types of vehicles. The authority granted in this Section includes the power to regulate the performance of the brake system on a vehicle." Section 6101 of the Vehicle Code expressly forbids political subdivisions from enacting ordinances on matters already covered by the Vehicle Code unless they receive express authorization from the Department.

Illustration 2-1 (Gross Weight Limits)

(A) Combination of Vehicles Tractor & Semitrailer no. of axles no. of axles			(B) Maximum (e.g., Registered) Legal Weight	(C) Permit Office Staff Have Authority To Issue Permits Up To & Including General Gross Weight (See Notes)	(D) M-936AS Bridge Review Required	(E) Maximum truck Gross Weight Cannot Be Exceeded
2	&	1	58,400	66,000	N/A	66,000
2	&	2	73,280	91,000	N/A	91,000
2	&	3	80,000	102,000	N/A	102,000
2	&	4	80,000	111,000	N/A	111,000
3	&	1	73,280	91,000	N/A	91,000
3	&	2	80,000	116,000	116,001 - 120,000	120,000
3	&	3	80,000	127,000	127,001 - 147,000	147,000
3	&	4	80,000	136,000	136,001 - 174,000	174,000
4	&	1	80,000	102,000	N/A	102,000
4	&	2	80,000	127,000	127,001 - 147,000	147,000
4	&	3	80,000	136,000	136,001 - 174,000	174,000
4	&	4	80,000	136,000	136,001 - 201,000	201,000

Column "C" Notes:

NOTE 1: Lower weight limits may be posted on specific bridges and highway sections.

NOTE 2: Form M-937R highway/ramp/bridge restrictions identify lower temporary or emergency weight limits on specific bridges and highway sections, for posting in APRAS database.

NOTE 3: Posted weight limits cannot be exceeded solely under authority of a Special Hauling Permit.

NOTE 4: Axle weights cannot exceed limits in Department Regulation 179.8 (Table 8-2).

Legal Weight:

The legal weight is the registered Gross Weight of the truck or truck tractor, as shown on the registration (owner's) card. Section 4941 contains maximum Gross Weight limits for trucks and combinations having seven axles or less. These weight limits may be more restrictive than a motor vehicle's registered Gross Weight.

A vehicle's Pennsylvania registered Gross Weight may be verified by the registration card or by an employee having CARATS inquiry transaction capability. The registered weight of vehicles registered in other jurisdictions cannot be verified in a timely manner (i.e., one or more days are needed). Nevertheless, no vehicle or combination is authorized to have a legal weight under a PA Permit in excess of the applicable PA maximum legal weight limit.

Vehicles not registered as trucks or truck tractors (i.e., in registration classes 1 thru 25) are not assigned a registered Gross Weight. Such vehicles have a legal weight under the permit of zero pounds. This would include Special Mobile Equipment (identified as SMEXXXX), and governmental vehicles. Under Vehicle Code Section 1336.1 multipurpose dealer tags (identified as MPXXXXD) may be used to transport oversize loads because they are registered in classes 1 thru 25. Do not confuse multipurpose dealer tags with dealer tags (JXXXXXXJ) that have a zero legal weight. Contact the Bureau of Motor Vehicles, Customer Service Division (717-787-2171) for a determination, if it is not clear whether a particular use is authorized for a vehicle registered under the Vehicle Code.

Under Vehicle Code Section 1337, permits are not normally issued to vehicles registered under "miscellaneous motor vehicle business" (WL) plates. Contact the Bureau of Motor Vehicles, Customer Service Division (717-787-2171) for a determination, if it is not clear whether a particular use is authorized for a vehicle registered under the Vehicle Code.

Under Vehicle Code Section 4904(c), repair service or repair service tow (RS or RT) plates can be used for a combination requiring emergency service to be towed to a nearby garage or other place of safety. Full ton-mileage fees will be charged on the Gross Weight.

The Gross Weight of trucks or truck tractors cannot exceed their registered weight:

- except that a truck tractor registered at 80,000 pounds may exceed 80,000 pounds Gross Weight under permit; and
- except that a truck tractor registered at the maximum weight allowed for a four-axle combination (i.e., 73,280 pounds may qualify for a permit to exceed 80,000 pounds Gross Weight with a four-axle combination (up to 91,000 pounds).

A two-axle truck registered at 21,000 pounds (i.e., Registration Class 7) does not qualify for a permit to haul a Gross Weight of 26,000 pounds (i.e., Registration Class 8). In this case, the vehicle's owner would either have to register the truck in a higher registration class, reduce the weight of the load or use another truck registered in the higher registration class, thereby eliminating the need for an overweight permit.

A trailer's registered weight cannot be added to a truck tractor's registered weight in Pennsylvania. In PA, a combination's legal weight can be no higher than the truck tractor's registered combination weight.

Section 4942(b) of the Vehicle Code contains special registration rules for a truck towing a trailer registered for 10,000 pounds or less. Trailers registered below 10,001 pounds are not included in the combination's Gross Weight under this law. To administer this law, APRAS code will allow a truck tractor registered at or below 17,000 pounds (Classes 1 - 6) to carry an additional 10,000 pounds Gross Weight. Motor vehicles registered above 17,000 pounds are subject to more stringent Federal requirements.

Example of valid permit applying for trailer weight at 10,000 pounds or less:

*Truck registered legal weight – 17,000 pounds or less
Trailer registered legal weight – 10,000 pounds or less
Total Gross Weight cannot exceed 27,000 pounds

(*Truck does not have to be registered in combination if trailer is 10,000 pounds or less)

Example of valid permit applying for trailer weight at 10,001 pounds or more:

*Truck registered legal weight – 52,000 pounds or more
Trailer registered legal weight – 10,001 pounds or more
Truck and Trailer registered weights are NOT added together.

(*Truck must be registered in combination if trailer is 10,001 pounds or more)

Total Length:

A single motor vehicle cannot exceed the legal length limit of 40 feet on any highway.

A motor vehicle equipped with a boom or boom-like device may be operated without a permit if the vehicle's overall length does not exceed 55 feet (e.g., truck cranes and drill rigs). A boom is a long beam projecting from the mast of a derrick to support or guide cargo or a load.

Section 4923 (b.1) of the Vehicle Code provides several exceptions to the general legal length limits, including:

The overall length of the combination of a truck-tractor with a conventional fifth wheel and an auto or boat transporter shall not exceed 65 feet, exclusive of an overhang of not more than three feet in the front and four feet in the rear of a combination.

Overall length of a stinger-steer auto or boat transporter combination shall not exceed 75 feet, exclusive of an overhang of more than three feet in the front and four feet in the rear of a combination.

A combination consisting of any tow truck towing a disabled motor vehicle to a place of repairs or other place of safety. (An exception also exists for weight in Section 4949.)

Under Federal law the legal length limit for a combination is generally determined by trailer length (not total length):

- a. A single trailer not exceeding 8 feet in width is authorized to be 53 feet in length on all PA highways.
- b. A single trailer not exceeding 8 feet 6 inches, in width is authorized to be 53 feet in length and two "twin" trailers not exceeding 8 feet 6 inches in width are each authorized to be 28 feet 6 inches in length in the following four cases:
 1. On the Designated National Network in Pennsylvania. The Designated National Network consists of all Interstate highways and portions of Federal Aid primary highways having at least a 48-foot-wide roadway or two 24-foot-wide roadways and designated by the Department as capable of safely accommodating such vehicles.
 2. Between the Designated National Network and a terminal or a facility for food, fuel, repair or rest having an entrance within the access limitation prescribed by Federal Highway Administration Regulation of the nearest ramp or intersection (up to one mile round trip), but only on highways having lanes at least ten feet wide.
 3. On highways marked with Traffic Route Signs (i.e., not "quad" routes) having travel lanes at least ten feet in width unless prohibited by the Department on State highways or the municipality on local highways based on safety reasons and marked with signs prohibiting such vehicles.
 4. Between the highways authorized under paragraph (3) and a terminal or facility for food, fuel, repair or rest having an entrance within one-half road mile of the nearest ramp or intersection, but only on highways having lanes at least ten feet wide.

If the single trailer length exceeds 53 feet and is carrying a divisible load, it does not qualify for a PA permit. Also, twin trailers do not qualify for any permit in PA.

Federal law also allows virtually unrestricted movement of over length **household goods carriers** (e.g., Mayflower, Allied Van Lines) that **do not qualify for permits** (i.e., a divisible load).

FHWA Regulations authorize a greater overall length and load overhang length on the Designated National Network (see Trucker's Map) for **auto transporters** and other "specialized equipment" which **do not qualify for permits**, and for boat transporters, which may qualify for permits.

No permit will be issued for movement **off** the Designated National Network of any cargo trailer or other divisible load that exceeds Pennsylvania's legal size limits applicable to

vehicles operating **off** the Designated National Network. Such movement can be made only on approved access routes that are published in the Pennsylvania Bulletin, not under a permit. Title 67 § Chapter 209 contains lists of approved routes. Also see the Trucker's Map.

Section 4924 of the Vehicle Code provides additional general length rules relating to loads:

1. A **load** may not extend more than three feet (0.914 meter) beyond the foremost part of a motor vehicle. Permits are not issued for any load exceeding the statutory load front overhang limit.
2. A **load** may not extend more than six feet beyond the rear of the bed or body of a motor vehicle or combination, except as noted below. Permits are not issued for a divisible load exceeding the statutory load rear overhang limit.
3. A nondivisible **load** (load only) not exceeding 70 feet in length (regardless of total combination length) may be hauled on a combination without a permit, regardless of the amount of rear overhang.

The six-foot rear overhang may be exceeded with a nondivisible permitted **load** when hauled on a combination.

Movements having a total length in excess of 120 feet should be limited to multi-lane highways to lessen unsafe/abortive passing maneuvers or turning movements that may occur on two-lane highways, which were not designed to accommodate such vehicle lengths. Consideration may be given for short-distance movements on two-lane highways (e.g., from the nearest port or rail siding to the job site).

When the total length exceeds 160 feet, the applicant is required to submit a preliminary super load application to the Central Permit Office.

Regulation 179.10(13) identifies the total length limit at which a pilot car is required. A pilot car is also required whenever a load extends more than 15 feet beyond the rear of a combination. Also, see Regulations 15 and 173 for pilot car special operating privileges.

<u>Vehicle:</u>	Legal Length On Designated National Network & Approved Access Routes (except as noted)	Legal Length On Other State Highways
TRUCK/SME/IMP	40'	40'
Motor Vehicle With Boom	55'	55'
Combination With Divisible Load	53' Trailer & Specialized Equipment	53' Trailer
Combination With Nondivisible Load	70' Load Length Governs	70' Load Length Governs
Single Trailer Length	53'	53'
Twin Trailer Length	28-1/2'	Not Permitted

Section 102 of the Vehicle Code contains definitions for "maxi-cube vehicle" and "stinger-steered boat transporter" which include legal length limits.

Section 4924(d) of the Vehicle Code contains load length exemptions for roof trusses and live trees for transplanting.

A validation error will occur when the total length (truck, trailer, and load) exceeds a threshold percent of the total axle distances (specified in the System Control Table). In this event, the applicant must verify all axle distances. (Bridge beams cause the greatest percent difference.)

Total Width:

Combinations may operate legally on the Designated National Network (see Trucker's Map) at 8 feet 6 inches in width. Longer combination vehicles designed to carry cargo (e.g., van trailers) that are wider than 8 feet do not qualify (i.e., divisible load) for permits to operate off the Designated National Network. (See following Table.)

	Legal Width On Designated National Network & Approved Access Routes (<u>except as noted</u>)	Legal Width On <u>Other State Highways</u>
<u>Vehicle:</u>		
SME:	8' 6" (freeways)	9' 2" (other than freeways)
IMP:	8' 6" (freeways)	10' 0" or 12' 0" or 14' 6"
Truck:	8' 6"	8' 6" (effective 6/16/97)
Combination:	8' 6"	8' 0"
<u>Load:</u>		
Divisible:	8' 6"	8' 0"
Nondivisible:	8' 6"	8' 6" - roadway 20' or more wide
		8' 0" - roadway less than 20' wide

Note: Section 4921(f) of the Vehicle Code includes the following width exceptions:

- street sweepers
- snow removal equipment
- truck mounted line-painting equipment
- recycling equipment

See Regulation 179.11 for special permit width limits pertaining to manufactured housing units, buildings and dozers. Also see Section 4973 of the Vehicle Code for special permit conditions for 16-foot wide manufactured housing units.

When the total width exceeds 16 feet (other than buildings, dragline crossings, quarry crossings and highway crossings) the applicant is required to submit a preliminary super load application to the Central Permit Office.

See Regulation 179.10(12) for width limits at which a police escort is required.

Regulation 179.10(13) identifies the width limit at which a pilot car is required. Also, see Regulations 15 and 173 for pilot car special operating privileges.

Total Height:

Vehicles and their loads may operate legally at 13 feet 6 inches in height.

Every District Bridge Office updates the BMS (Bridge Management System) database with current vertical clearances. Current BMS data is downloaded into APRAS via a nightly batch cycle. A 3-inch safety tolerance may be incorporated in the BMS database, although APRAS assigns a safety tolerance for vertical clearances above 13' 6".

Regulation 179.10(13) identifies the height limit at which a pilot car is required. Also, see Regulations 15 and 173 for pilot car special operating privileges.

Section 4922(c) of the Vehicle Code includes the following exceptions to the legal height limit:

- fire apparatus
- vehicles used exclusively to repair overhead lights and wires

Form 937ARS – route survey is required for all loads exceeding 14'6" in height.

Load/Quantity:

The precise load quantity must be identified on single-trip permit applications.

The Vehicle Code defines "nondivisible" as incapable of being divided into parts or dismembered without substantially damaging its (i.e., vehicle/load) usefulness or value.

Except where specifically authorized by the Vehicle Code (e.g., certain seasonal and annual permits authorizing travel on non-Interstate highways under specific circumstances), Special Hauling Permits are not issued for divisible loads. Also see Regulation 179.9(c). However, permits may be issued for the movement of more than one oversize nondivisible article (see Load Types 66 and 67J), provided:

1. the largest article cannot be transported legally by being repositioned on the trailer;
2. the largest article will, itself, cause the legal length or width or height limit to be exceeded;
3. the additional article(s) does not cause **any other** legal size limit or **any** weight limit to be exceeded; and
4. no total oversize measurement is increased by the additional article(s).

The applicant may be asked to provide details on the sizes of each load whenever more than ONE load is identified on the application (e.g., boats, beams, empty tanks), to help the Department to decide whether the additional articles constitute an oversize/overweight divisible load. The proposed route of travel may also be a determining factor (e.g.,

Designated National Network (see Trucker's Map) vs. non-Designated National Network routes).

Serial ID:

At least the last six digits of the **load** serial number must be identified on the permit for each article being transported so that enforcement officers may correctly identify each permitted load. In the event that the serial number does not contain six digits, use leading zeros (e.g., 001234).

List at least the last six digits of the serial number provided by the manufacturer (not the model number) for the following "loads":

1. Hauled SME (e.g., cranes & scrapers),
2. Modular units (e.g., 12345A),
3. Hauled construction equipment (e.g., dozers and loaders).

If there is no serial number, list at least the last six digits of the bill of lading number; if no BOL, list at least the last six digits of another shipping document number (e.g., WO#123456); if none, list at least a 6-digit hand-painted identification number of the load. By requiring at least the last six digits, a unique serial number is assured since six digits allows for one million different numeric combinations and significantly more alphanumeric combinations. While most permits authorize no load or one load, when there is more than one load and each such load has a unique serial number, enter the Bill of Lading Number to identify these specific loads being transported.

Each unregistered vehicle must also be identified by its serial number (i.e., Vehicle Identification Number-VIN), in the appropriate field (i.e., Truck-tractor License, Semi-trailer License, Additional Information).

Load Type Code:

Use the appropriate, most specific, Load Type code (see Chapter 3).

Load Description - Be Specific:

The appropriate load description must be selected from the "Load Description" list. If the accurate load description is not on the list, complete a Load Description List Form and submit to any APRAS Coordinator for consideration. Special review is required for Load Descriptions for seasonal and annual permits because seasonal and annual Load Types are often limited to specific Load Descriptions by law. Also, many seasonal and annual Load Descriptions do not qualify for single-trip permits (e.g., steel coils, glass, coal, ash, limestone, oil, particleboard, animals, feed, milk, water, pulpwood and other overweight divisible loads).

If a permittee is moving a Krupp 180 GMT Crane or Cat D9H Dozer, it must be listed as such (for example: 1 Krupp 180 GMT Crane, 1 Cat D9H Dozer).

District Permit Offices looking for additional information on any particular load such as cranes, dozers, and excavators, etc., can search on-line by the manufacturer name at www.google.com.

Section 4906 of the Vehicle Code exempts fire apparatus (e.g., fire trucks) operating on the highway (i.e., under their own power) from the Chapter 49 size and weight limits, unless specifically provided otherwise. A posted bridge permit (Form M-4902) would be required for an emergency vehicle to exceed the posted weight limit on a bridge, because emergency vehicles are not exempt from permit requirements under Regulation 191. See Chapter 8, Posted Roads and Bridges. No vehicle may exceed the posted weight limit on a bridge without the posting authority's authorization, unless exempted under Section 4963 of the Vehicle Code, as amended. When a fire truck is being hauled a permit is required.

Vehicle Information:

Vehicle Number:

This is the number of each vehicle in sequential order. For example: a combination consisting of a truck-tractor/power unit (vehicle #1), a jeep-dolly/drawn unit (vehicle #2), a semi-trailer/drawn unit (vehicle #3), and in certain circumstances a push-truck/power unit (vehicle #4) would require four separate lines of vehicle information.

Equipment Type:

For each vehicle, the type of the vehicle shall be entered. For example: the first vehicle would typically be a truck, truck-tractor or Special Mobile Equipment (SME). The second vehicle would typically be a semi-trailer, trailer, or jeep-dolly.

Registration or VIN Number/State:

For each vehicle, enter the license plate identification OR vehicle identification and state of registration.

Unregistered vehicles **must** be identified in the appropriate field (i.e., Truck-tractor License or Semi-trailer License) by at least the last six digits of their serial number (i.e., Vehicle Identification Number - VIN) so that each permitted vehicle may be correctly identified by enforcement officers. In the event that the license plate identification or serial number does not contain at least six digits, use leading dashes (e.g., --3456). If the vehicle is unregistered, input N/A in state field. If the vehicle is a temporary tag, input TMP in the state field.

Special Hauling Permits are not issued in lieu of registration for movement along the highway of legal size and weight vehicles. A permit may be issued for an unloaded motor vehicle to operate along the highway only if one or more of Pennsylvania's legal size or weight limits are exceeded. Unloaded vehicles that require a permit to operate upon the highway are generally exempt from registration under Section 1302 of the Vehicle Code (see paragraphs (4), (9), (11) and (13)).

Section 4941(c) of the Vehicle Code contains maximum legal gross weights for motor vehicles. Permits may **not** be issued to authorize overweight trucks to operate along the highway, consistent with section 4961(a)(3). Permits may authorize overweight SME to operate along the highway, consistent with section 4961(a)(1).

Under Section 4961(b) of the Vehicle Code, a permit to exceed 80,000 pounds can be issued to a combination only if the **truck tractor's** registered gross combination weight is at the maximum limit, as follows:

4-axle combination	-	73,280 pounds
5 or more axle combination	-	80,000 pounds

Number of Axles:

An axle is defined as "load-bearing" wheels in a transverse line across the full width of a vehicle. Thus, a "lift-axle" that is not bearing weight is not an axle. See Section 4943(e) of the Vehicle Code for additional information on "truck" lift-axes.

For each vehicle, enter the total number of axles including the steering axle.

Be certain the actual axle configuration *for each separate vehicle* is identified on the application.

The first digit identifies the number of axles on the power unit (including the steering axle).

The second digit identifies the number of axles on the first drawn vehicle; if no drawn vehicle, enter zero (0).

The third and fourth digits identify the number of axles on each subsequent drawn vehicles, such as a scraper pan drawn "piggyback" (e.g., 321) or a trailer separated from the drawing vehicle by a jeep dolly (e.g., 324), or a stinger assembly (e.g., 3241). List each separate and separable vehicle individually on the application, regardless of how the vehicle components may be registered in any state/jurisdiction. Each piece of equipment that has a Vehicle Identification Number (VIN) listed, must be identified on the application as a separate vehicle using the registration tags or last six digits of the VIN.

Total Axle Weights:

Axle weights of combinations shall be compared with Table 8-2 of Regulation 179. Axle weights of other vehicles shall be reviewed to determine if 27,000 pounds is exceeded on any axle.

If combination axle weights in Table 8-2 are exceeded, or if other vehicle axle weights exceed 27,000 pounds, Form M-936AS shall be entered into the system. APRAS will analyze the submitted data. Other than super loads, a combination may not exceed 27,000 pounds on any axle.

The 12,000-pound combination steering axle weight limit is a general Gross Weight limit that can be exceeded as long as the appropriate information has been provided.

No SME axle may exceed 50,000 pounds. If any axle exceeds 50,000 pounds, the SME must be hauled or dollies must be added to reduce the axle weights to an acceptable level. A scraper may be hauled piggyback, consistent with Regulation 179.8(5).

Axle Distances (Ft. In.):

Applicants must complete the axle distances (Ft. In.) fields.

This distance is measured from the center of the previous axle to the center of the next adjacent axle (i.e., distance from the front axle to the 2nd axle, the 2nd axle to the 3rd axle, and so on).

A single axle in a group is "any axle located 8 feet from another axle" or located less than 3' 4" from another axle (Federal interpretation). By definition, an axle group is "a group of axles in which every axle is located within 8 feet of another axle." Table 8-2 in Department Regulation 179 specifies review weight limits for single axles and axle groups, which are based on distances between axles.

Tracked vehicles are not authorized to travel along the highway. A permit will not be issued for a vehicle with other than pneumatic tires to operate along the highway. If ever requested by the Department of Defense, the Central Office (under authority of Section 4525(b) of the Vehicle Code and Regulation 179.12) may authorize the movement of tracked military vehicles under AASHTO policy (Chapter 5.00).

Origin:

County:

Determine in which county movement upon Pennsylvania State highways start. The county shall be indicated by name.

State:

Enter PA if beginning within Pennsylvania. Enter the bordering state if movement begins outside Pennsylvania (i.e., MD, NJ, NY, etc). Enter PA Turnpike (TPK) if movement begins in Pennsylvania on the turnpike.

Point of Interest or Miles & Direction from Intersection:

A point of interest is typically a private driveway from which permitted movements frequently begin and which has been identified in the Department's Roadway Management System (RMS).

If a point of interest has not been entered, enter the exact location where movement begins in Pennsylvania. Important: Reference and list the distance **before** the closest intersection if movement begins between two intersections along an SR.

If beginning at a state border or an intersection of a state highway or non-state highway enter the distance of "0" miles.

The starting or ending point should be ½ mile or the distance to the nearest intersection.

Municipality:

Listing municipality is optional. Leave this field blank unless you are sure the starting point is within a specific municipality.

Destination:

County:

Determine in which county movement upon Pennsylvania State highway ends. The county shall be indicated by name.

State:

Enter PA if ending within Pennsylvania. Enter the bordering state if movement ends outside Pennsylvania (i.e., MD, NJ, NY, etc). Enter PA Turnpike (TPK) if movement ends in Pennsylvania on the turnpike.

Point of Interest or Miles & Direction from Intersection:

A point of interest is typically a private driveway from which permitted movements frequently end and which has been identified in the Department's Roadway Management System (RMS).

If a point of interest has not been entered, enter the exact location where movement ends in Pennsylvania. **Important:** Reference and list the distance **after** the closest intersection if movement ends between two intersections along an SR.

If ending at a state border or an intersection of a state highway or non-state highway enter the distance of "0" miles.

The starting or ending point should be ½ mile or the distance to the "nearest" intersection.

Municipality:

Listing municipality is optional. Leave this field blank unless you are sure the ending point is within a specific municipality.

Route No(s):

Applicants shall provide and list all proposed routes and direction of each route/local road to be traveled (including authorized return trip routing on Form M-936AM in the return route section).

Routing priority. Use the most direct limited access highways wherever possible, then multi-lane numbered traffic routes, then two-lane numbered traffic routes, using quad routes (e.g., SR 2001) only when necessary with consideration given to vehicle weights, dimensions, construction projects, condition of pavements and bridges. Permitted vehicles/loads **will not** be routed from point "A" to point "B" (e.g., drop-off) and continue to point "C" under one single-trip permit.

Scheduled detours. Under Regulation 179.10(9)(i), the Department may authorize scheduled detours off a **limited access highway** of up to 1 mile (total mileage increase) for service or rest, when requested on the application and specifically indicated on the permit (e.g., 83 N, 81 N, "Exit 77" 39 W, (Point of Interest), 81 N).

Interim non-State Routes. All routes that are not PA State highways (e.g., bridges or highways owned by the Turnpike, cities, counties, townships, railroads or another state) - for continuity - are listed in [brackets]. Applications listing such roads, streets or bridges must be cleared **by the applicant/permittee** through those agencies. See Regulation 179.10(5)(iii). Do not use brackets in the route section for anything other than routes that are not PA State highways. For example, do not show an exit number in brackets. Applicants need to supply all exit numbers for State Routes and the PA Turnpike to verify exact routing. Applicants traveling onto the PA Turnpike from a state route will need a PA Turnpike Approval Number. This is a six digit number starting with the year (e.g., 081234). Companies who move oversize/overweight equipment on an emergency basis are provided a 3-digit Turnpike emergency code.

Movement on pavement only. Regulation 179.10(5)(i) states that the permit shall authorize movement only on the roadway portion of highways specified in the permit that are under the jurisdiction of the Department. The **permit does not authorize movement upon shoulders** except in a highway work zone in which traffic is directed to travel off the roadway.

Exiting and re-entering PA. A permit may authorize a vehicle to exit and re-enter Pennsylvania on a continuous trip, provided the State Route, direction of travel, and specific counties are indicated.

Route surveys. Consistent with Section 6104 of the Vehicle Code, Permit Offices may request a route survey (See Form M-936ARS) from applicants certifying that routes have been surveyed for excessively oversize movements, including:

- Super loads (required);
- 16-foot wide manufactured housing units moving on non-limited access highways;
- Bridge vertical and lateral clearances;
- Construction project lateral clearances;
- Excessively long (i.e., more than 100 feet) movements involving turns in urban areas;
- Roadway width clearances.

Routing assistance. Current route data may be researched and obtained from:

- APRAS Miscellaneous Restrictions databases
- Posted roads, bridges, and hills as provided by the posting authority (i.e., Maintenance, Bridge, Traffic Units)
- Straight-line diagrams
- Video logs
- CountyType10 maps
- City/Borough/Township maps
- Administrative Messages
- Intranet/Internet resources

Route review. The applicant's proposed routes will be reviewed by APRAS (using BMS and RMS data downloaded from the mainframe and miscellaneous APRAS databases maintained by the APRAS Coordinator/Lead Worker) upon submission of an application. A determined route may need to be manually evaluated by the Permit Office Staff and/or Bridge Engineers.

Turnpike Connectors. Problems are sometimes reported with turnpike connections (e.g., from 81 South Exit 194, Turnpike Ramp Road, to exit off the Turnpike). This is because APRAS software uses the canned route name (e.g., "exit 194 Turnpike Ramp Road") as the search criteria for finding the next intersection. Any time a local road is entered from an "exit" ramp where the exit number is included in the ramp canned route name, users must enter the local street name manually (e.g., "turnpike ramp road") in order to have a successful search for the next intersection.

Route Generation. APRAS Web users may select the "BUILD ROUTES" function. The route building function allows APRAS to create a route that connects the origin and destination points specified on the Route Tab. The route building function only provides connectivity between the origin and destination - it does not verify that the components of the resulting route can accommodate the vehicle(s) and their load. (Actual detailed route analysis occurs after the application is submitted). When requested to build a route, APRAS puts the request into a queue and notifies the user of its position in the queue. APRAS will build one route at a time (it takes approximately two minutes to build a route). There are some advantages and disadvantages to using the route-building feature. One disadvantage is that while waiting for APRAS to build the route, a user can't work on any other tabs in that permit application (although a user may close the application by clicking on home and resume work in a new or another existing application). When APRAS builds a route, it will not use local roads and the built route of travel could result in additional mileage. However, a user can edit a route that APRAS builds. If a user is having trouble linking the origin and destination points, the route-building feature is a tool to establish connectivity.

Total Miles:

Estimated total number of miles traveled in one direction on Pennsylvania State Routes only. Do not include mileage of non-PA State Routes such as the Pennsylvania Turnpike and local roads. Actual total miles will be calculated by APRAS after routes are approved.

Date Move Begins:

No permit shall be issued to begin movement on restricted holiday travel periods, Saturdays, or Sundays, except as authorized by Regulation 179.12 Emergency movements.

A single-trip permit will not be issued with a Move Begins date more than one week past the application date, due to limited advance notice of construction projects.

Date Move Ends:

All single-trip permits shall expire after five authorized weekdays have lapsed. When determining the permit expiration date, APRAS will not count Saturdays, Sundays or restricted holiday travel periods.

Applicant Willing To Accept Alternate Routes?/Additional Miles

Applicants may indicate they are not willing to accept alternate routes on single-trip permit applications only. If "NO" is checked and the proposed route cannot be approved, the application will be denied without undergoing further route generation.

If an applicant is willing to accept alternate routes (i.e., Yes is recommended), then the number of additional miles (i.e., 100 is recommended) shall be indicated. If an applicant's proposed routes are unacceptable and no acceptable route can be found within the indicated additional miles, the application will be denied.

Vendor Name:

Vendor name is required on all faxed applications to provide reports and vendor billing information.

The permit fee will be increased by \$1.00 if an applicant requests a permit to be wired, consistent with Regulation 179.9(e)(3).

Fax/E-Mail Permit To:

The issued permit/supplement/denial shall be wired using the applicant's chosen method of notification. Applicants should be encouraged to provide their "default" (i.e., common) fax number or email address, which can be added to their APRAS Account data to significantly reduce undelivered notifications. Only Web-submitted applications qualify for the permit/supplement/denial document to be emailed by APRAS.

Insurance:

Motor carriers with an account number are registered with the Central Permit Office and have already executed a Surety Bond (Form M-936B), a Registration Agreement (Form M-936RA), a Registration Agreement Supplement (Form M-936RAS) for electronic access to APRAS, and have provided a current copy of a Certificate of Insurance.

Permit Services Partners have already executed a Surety Bond (Form M-936B), a Registration Agreement (Form M-936RA), and a Registration Agreement Supplement (Form M-936RAS) for electronic access to APRAS. Permit Services are responsible for obtaining a current copy of a Certificates of Insurance from all Motor Carriers to whom they provide service.

The District Permit Office may randomly request from a Permit Service a copy of the applicant's Certificate of Insurance to ensure that adequate insurance coverage is in place for applicants not registered with the Central Permit Office.

Applicants not having an account number will be required to submit a current copy of a Certificate of Insurance with their application (Form M-936A). See Regulation 179.7.

The Certificate of Insurance must show the following:

- Minimum amounts of \$250,000 per person (public liability and property damage) and \$1,000,000 per occurrence (public liability and property damage). \$1,000,000 combined single limits is acceptable. Stacked coverage is acceptable provided the insurance policies do not contain a provision that has the effect of prohibiting the stacking of insurance coverage by other insurers (i.e., the Commonwealth must be guaranteed full coverage in the amount of \$1,000,000).
- **Occurrence**-based insurance (not claims based).
- The Commonwealth of PA added as an "additional insured" for property damage and personal injury, in the above amounts.

Applicants should instruct their insurance company to have the Commonwealth of PA, PA Department of Transportation listed as the Additional Insured. An Additional insured is not the same as a Certificate Holder:

PA Department of Transportation
Central Permit Office
P O Box 2671
Harrisburg, PA 17105

When a self-insurance certificate is submitted as evidence of coverage under Regulation 179.7, the amount (i.e., at least \$1,000,000) and the last renewal date should be confirmed by calling the Bureau of Motor Vehicles, Financial Responsibility Section at 717-783-4424. "Additional Insured" language is not required on self-insurance certificates only.

Insurance certificates are not required for vehicles registered to PennDOT, other State agencies, or the Federal Government.

Name and Signature:

Form M-936A shall be signed by the applicant and shall show the actual date and time of submission, a contact phone, and a fax number or email address.

The application shall be submitted in the name of the responsible motor carrier (i.e., the current owner/lessee of the drawing motor vehicle; not the owner of the load, any drawn vehicle or any other person). See Regulation 179.1 "responsible motor carrier" definition.

Department Use Only:

This section is reserved for Departmental use.

- Permit Restrictions
- Special instructions (if applicable)

2.3 - SUPPLEMENTAL APPLICATION (M-936AS) REVIEW

Motor Carriers are to complete applicable fields on the Supplemental Form M-936AS. See the back of Form M-936AS for instances when an applicant is required to submit this form.

Additional review of Form M-936AS may occur in certain circumstances by the APRAS Coordinator along with the Bridge Unit to make a final decision on the application.

Approved "paper" Supplemental Applications (i.e., other than APRAS Web-submitted) will be retained for one year from the issuance date of the permit, and filed in an "orderly, promptly retrievable manner" either by permit number, permittee name, or issuance date.

Denied "paper" Supplemental Applications (i.e., via fax or walk-in) shall be retained in a separate file for at least 90 days from the denial date, with supporting documentation. APRAS denial notifications are maintained within the system for a period of 90 days.

Complete review of a Supplemental Application (Form M-936AS) may require independent interpretation of Regulations 179.8(4) and 179.8(5) to ensure these criteria are met consistent with the rules and regulations of the Commonwealth.

Application ID:

Record the Application ID number generated by APRAS upon creating a new application. Information on Form M-936AS shall be consistent with Form M-936A.

Name: Name of the responsible Motor Carrier.

Power Unit ID:

License number and state of the Motor Vehicle or the last six digits of the VIN-Serial Number if the Motor Vehicle is exempt from registration in PA under section 1302 of the Vehicle Code (i.e., oversize Special Mobile Equipment).

Parts Removed From Vehicle/Load:

Federal and State law and regulations strive to strike a reasonable balance between removing all parts and removing no parts from a vehicle or load.

It is the primary responsibility of **both** the District Permit Office and the District Bridge Engineer to ensure all applicants are following the removable parts requirements. The "issuing" District Permit Office will make an independent determination when any inconsistency is encountered between the removable parts, application data, and the Regulation and/or policy.

The applicant shall identify each part to be removed that exceeds 500 pounds.

Applicants have several reasonable options for reducing axle weights below the **limits which require a Supplemental Application** (Form M-936AS), thereby avoiding preventable

overloading of highways and bridges and lessening the rate of infrastructure deterioration. These include:

- Removing enough removable parts to achieve acceptable axle weights,
- Increasing the number of axles by using a combination with enough axles to achieve acceptable axle weights,
- Increasing the number of axles by using dollies with enough axles to achieve acceptable axle weights.

Following is a checklist of items to consider when reviewing Supplemental Applications (Form M-936AS):

1. Refer to the "Removable Parts Listing" for the particular model number identified on the Supplemental Application. Only removable parts weighing more than 500 pounds are identified on the listing, along with approximate weights (if known). Verify application weights are consistent with these approximate weights.
2. If a model number is not found on the "Removable Parts Listing," the applicant must submit a complete manufacturer's specification sheet (not a sales brochure) to the issuing District Permit Office, which will promptly forward a hard copy to the Central Permit Office, for inclusion in the "Removable Parts Listing" using Form M-937RAP "Request For Additions To Parts Removed List" Form which is posted on the PennDOT WAN.
3. Verify from the "Removable Parts Listing" or specification sheet that the application lists all removable parts or enough removable parts so that the overweight axles do not exceed the bridge review weight limits for combinations (see Table 8-2 of Regulation 179) or 27,000 pounds for self-propelled vehicles (see 4 below).
4. In lieu of removing some or all removable parts from a vehicle, applicants may reduce axle weights below bridge review weight limits (as identified below) by increasing the number of axles (i.e., by hauling the vehicle on a combination or using dollies). Be sure to identify a dolly used with Special Mobile Equipment as a separate vehicle on the application and code the Type Load as 68A (scraper) or 68E (crane).
5. District Permit Offices looking for additional information on any particular load such as cranes, dozers, and excavators, etc., can search on-line by the manufacturer name at www.google.com.

Bridge review axle weight limits are shown below:

SME Axle = 27,000 pounds.

Combination (Truck Tractor - Semitrailer)

* Steering Axle = 12,000 pounds.

* Steering Axle is over legal weight if more than 20,000 pounds or if more than 800 pounds per nominal inch of tire width. The 12,000 pound combination steering axle weight limit is a general Gross Weight limit that can be exceeded, provided the affected District Bridge Engineer approves Form M-936AS. Generally, combination steering axles do not have a manufacturer's rating above 12,000 pounds. Generally, combination steering axles do not carry more than 12,000 pounds unless the truck tractor's drive axles are carrying more than the allowable 27,000 pounds, due to the difficulty in transferring load weight from the semi-trailer through the fifth wheel to the steering axle. Also, steering axles typically have only two wheels and are, therefore, subject to the 800 pound per inch of tire width law more so than nonsteering axles.

One Single Axle = 27,000 pounds (maximum)
(over 8' spacing)

Two Tandem Axle Group = 26,000 pounds each axle
(4' - 8' spacing)

Three Tandem Axle Group = 21,000 pounds each axle
(8' - 16' spacing)

Four Tandem Axle Group = 18,000 pounds each axle
(12' - 24' spacing)

Five or More Tandem Axle Group = 18,000 pounds each axle

A dozer blade may be considered removable if any combination axle weight exceeds Regulation 179.8(7), Table 8-2 limits, even if a traffic protector guide rail device is available for use. If removed, the blade must be hauled separately to avoid an overweight divisible load condition.

It may be necessary for the applicant to provide certified weights if there is reasonable doubt about any application information (as authorized under Section 6104 of the Vehicle Code). For example, if application weights vary from specification sheets or Removable Parts Listing weights by more than 1,000 pounds per axle, certified weights may be required.

If a vehicle manufacturer designed or identified a part as removable, or if another State has identified the part as removable, or if other vehicle owners have identified the part

as removable, or if a part qualifies as removable under Federal or State regulations, then the part may be considered removable to qualify for a permit in PA and the part may be added to the removable parts list. The vehicle owner may achieve the necessary axle weight reductions in some manner other than removing a specific part (i.e., booster dollies, hauling on a combination, removing other parts).

6. A permit will not be issued to authorize movement along a State highway unless the application is approved by ABAS and APRAS or each affected District Bridge Engineer.
7. To avoid a conflict with OSHA Regulation, ROPS/FOPS do not have to be removed if a vehicle is being operated on the highway under its own power (i.e., Load Type 65). However, ROPS/FOPS are considered removable parts under both State and Federal regulations when SME is hauled.

Weight Details Information

No combination - except authorized super load permits (Load Type 64) and excess damage permits (Load Type 34) - may operate along a highway with a weight upon any axle more than 27,000 pounds. Such applications will be denied without Bridge Engineer review, because the Bridge Engineer is not authorized to waive this Regulation.

No Special Mobile Equipment may operate along a highway with a weight upon any axle more than 50,000 pounds. Such applications will be denied without Bridge Engineer review, because the Bridge Engineer is not authorized to waive this Regulation.

No vehicle may operate along a highway with a weight upon any axle more than the manufacturer's rated axle capacity. Neither Column "B" nor "C" can exceed Column "D." Such applications will be denied without Bridge Engineer review, because the Bridge Engineer is not authorized to waive this Law (i.e., Vehicle Code, sections 4943(a)&(c)) and Regulation 179.9(8)(5)(iv).

Axle Number:

Enter each axle sequentially from the steering axle to the last axle of the vehicle or combination. An axle is defined as load-bearing wheels in a transverse line across the full width of a vehicle. Thus, a lift axle that is not bearing weight is not an axle. A single axle is "any axle located over 8 feet from another axle" or located less than 40 inches (3'4") from another axle (Federal Interpretation).

Split-axle configurations are still single axles by definition and, therefore, do not qualify as tandem axles or additional weight. Slightly offset axle configurations that are located less than 40 inches (3'4") from another axle are still single axles by definition and, therefore, do not qualify as tandem axles for additional weight. By definition, an axle group is "a group of axles in which every axle is located within 8 feet of another axle."

Tracked vehicles are not authorized to travel along a highway. A permit will not be issued for a vehicle with other than pneumatic tires to operate along highway.

Total Axle Weights (Due to Vehicles and Load):

List each axle's weight (front to rear) of vehicle and load or combination and load.

Distances from Previous Axle:

Enter actual distances, in feet and inches, from previous adjacent axle (front to rear).

Vehicle Axle Weight (Empty Return):

Complete this column only if applicant is requesting a return trip and vehicle is unloaded in only one direction. If this column is completed, form M-936AM must also be submitted to identify return information. List each axle's weight (front to rear) of vehicle or combination.

Manufacturer's Rated Axle Capacity:

Enter manufacturer's rated axle capacity for each axle (front to rear). No vehicle or combination may have an axle weight in excess of the manufacturers rated axle capacity.

Center-to-Center Wheel or Wheel Group in Feet and Inches:

For each axle (front to rear) enter actual distances feet and inches, between center of each wheel or wheel group **across** each axle (side to side).

Center-to-Center Wheel or Wheel Groups are shown in Illustration 2-2 (see page 51).

Number of Tires:

Enter total number of tires on each axle (front to rear).

Nominal Pneumatic Tire Width:

Section 4944 of the Vehicle Code and Regulation 179.8(5)(v) prohibit vehicles and combinations from operating along a highway with a weight more than 800 pounds per "nominal" inch of tire width on the wheel. However, Special Mobile Equipment may be authorized to carry up to 1,000 pounds per nominal inch of tire width on the wheel subject to approval of the routes and Supplemental Application (Form M-936AS) by the District Bridge and Pavement Engineer.

Enter the tire width, in millimeters, as listed on the tire sidewall (example, 254mm).

Applicants can be advised, to ensure tire widths are adequate, to simply divide the metric tire width by 25.4 (i.e. 1" = 25.4 mm), then multiply the converted tire width by the number of tires on the axle by 800 pounds. If this product is equal to or greater than the stated axle weight, wider tires are not needed (example: $\text{mm} \div 25.4 \times \text{no. of tires} \times 800$ pounds).

By definition "tire width" is the linear distance between the exteriors of the sidewalls of an un-inflated tire, excluding elevations due to labeling, decoration or protective sidebands.

By definition "nominal" is: of, being, or relating to a designated or theoretical size that may vary from the actual (i.e., the tire size designated by the tire manufacturer).

Totals:

Ensure the totals are completed in the following columns: Total Axle Weights, Vehicle Axle Weight (Empty Return), and Manufacturer's Rated Axle Capacity. The sum of all axles must equal the stated gross weight, or otherwise the application cannot be submitted for analysis by APRAS.

Accepting Crawl Speed Restrictions:

A "Yes" or "No" option shall be indicated to identify whether the Responsible Motor Carrier is willing or unwilling to accept crawl speed restrictions when crossing structures. Newly created applications default to "NO." If an applicant is unwilling to accept crawl speed and crawl speed is required, the application will not be automatically approved.

If crawl speed is assigned to any application, a Traffic Control Plan must be provided. Pre-approved Traffic Control Plans must be accompanied by Forms M-936TCP1 or M-936TCP2, which are available on PennDOT's Web Site. The owning District staffs are responsible for verifying the correct Traffic Control Plan has been submitted.

Certification:

Ensure certification statement is completed:

- Date Applied - Date Application submitted to PennDOT.
- Time Applied - Time application submitted to PennDOT.
- Signature of Applicant - Signature of person completing application (i.e., applicant contact).
- Fax Number - Applicant contact's Fax Number.

The Supplemental Application shall be submitted in the name of the responsible motor carrier (i.e., the current owner/lessee of the drawing motor vehicle but not the owner of the load, any drawn vehicle or any other person). See Regulation 179.1 "responsible motor carrier" definition.

Department Use Only:

This section is reserved for Departmental use.

- Permit Restrictions
- Special instructions (if applicable)

Documents Tab.

This Tab allows required supplemental application forms to be submitted electronically as part of the on-line applications for Super loads and non-Super loads. Form M-936 documents may also be faxed or sent via email to the Issuing Permit Office.

Non-Web applicants must use paper Departmental Forms only. Supplemental application form text, format, size, font and appearance cannot be modified. All supplemental application form blanks must be completed, as noted on the Form. Failure to submit all required supplemental information on current Department Form M-936 documents will result in denials of permit applications. Current Form M-936 documents are posted on the PennDOT Web Site.

Supplemental application forms must be saved as one of the following approved document file types: Bitmap (BMP), Word Document (DOC), GIF Format, JPEG (JPG), Adobe (PDF), or TIF Format.

To add a supplemental application form as an attachment to a Web-submitted application, click on "Add". Select the Document Type Code from the list. Enter the Document Description; then click on Browse. Choose the document file to be attached from the user's files, then click on "Save". Once all attachments have been successfully attached, click on "Close" to close the application and return to the Document Tab.

To print an attached document, save the file then print from the saved file.

Supplemental Application Forms.

The following Supplemental Application Forms have been created to improve the application process, by providing a format that ensures applications that require additional information are complete. While these forms will most often accompany super load applications, some non-super load applications may also need to be accompanied with one or more of these forms occasionally:

M-936RS	Route Survey
M-936TCP1	Traffic Control Plan (1)
M-936TCP2	Traffic Control Plan (2)
M-936CN	Construction Notification
M-936WS	Documentation (Annual Wooden Structure Permits)

*Super Load applications only:

*M-936SLCL	Super Load City List
*M-936SLCA	Super Load City Approval
*M-936MDC	Manufacturer/Designer Certification

Applicants can download these forms from two locations:

- The APRAS Web Logon page (under 'click here for M-936 documents'), and
- The PennDOT Web Site.

Illustration 2-2 (Wheel/Wheel Groups)

Center to Center of Wheel or Wheel Groups is illustrated below:

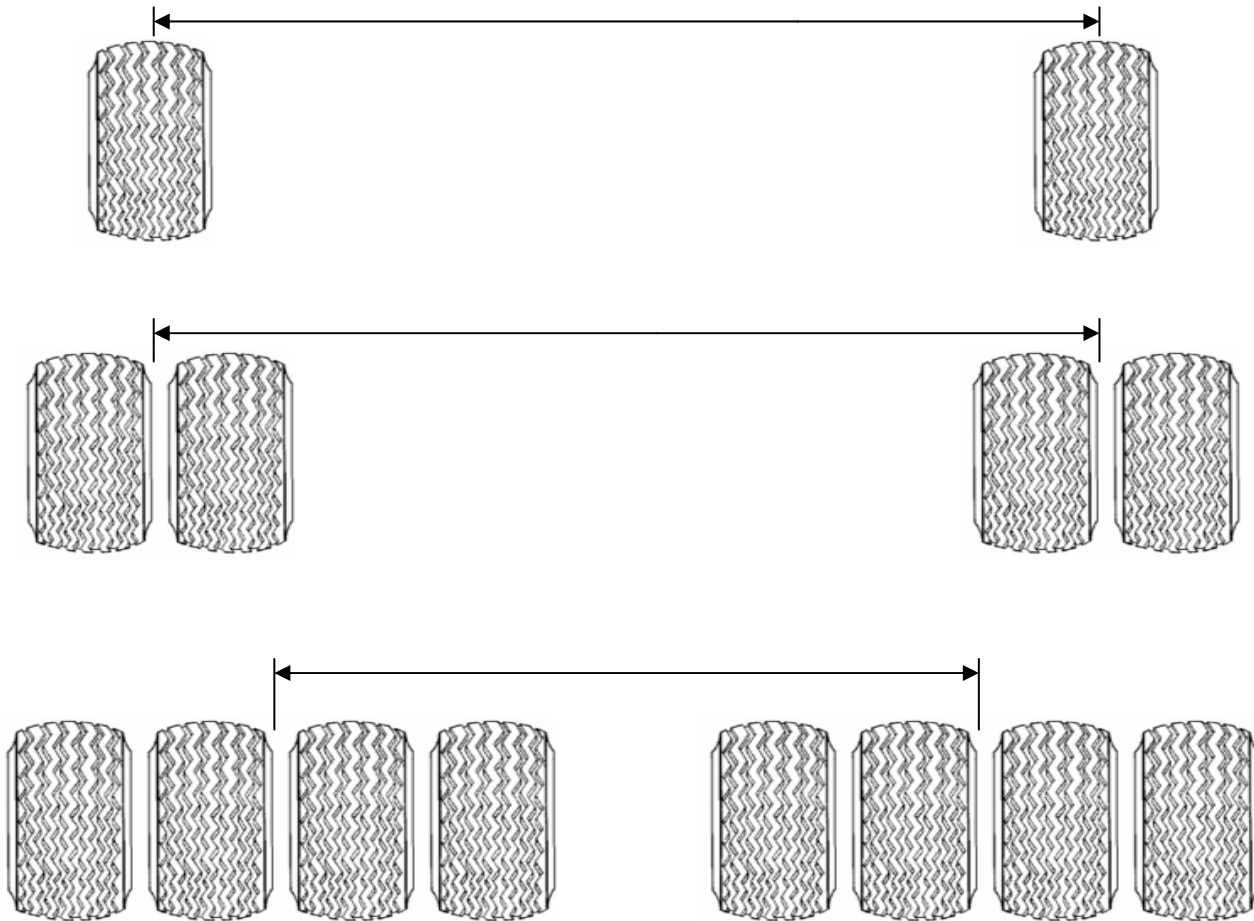


Illustration 2-3 (Wheel Weight Limits)**AXLE WEIGHT LIMITS BASED ON 800 POUND WHEEL WEIGHT LIMIT**

<u>(Nominal) Pneumatic Tire Width In Inches</u>	<u>Two Tires Per Axle Combination</u> <u>SME</u>		<u>Four Tires Per Axle Combination</u> <u>SME</u>	
10	16,000	16,000	SEE NOTE	32,000
11	17,600	17,600		35,200
12	19,200	19,200		38,400
13	20,800	20,800		41,600
14	22,400	22,400		44,800
15	24,000	24,000		48,000
16	25,600	25,600		50,000
17	27,000	27,200		SEE NOTE
18	SEE NOTE	28,800		
19		30,400		
20		32,000		
21		33,600		
22		35,200		
23		36,800		
24		38,400		
25		40,000		
26		41,600		
27		43,200		
28		44,800		
29		46,400		
30		48,000		
31		49,600		
32		50,000		
		SEE NOTE		

NOTE: Wheel weight limits are not shown if greater than maximum axle weight limits.

NOTE: Under Regulation 179.8(5)(v), very few SME may qualify for wheel weights above 800 pounds per inch (25.4 mm), up to 1,000 pounds per inch (25.4 mm), subject to Bridge and Pavement Engineer approvals and the removable parts requirements contained in Regulation 179.9(c).

2.4 - ROUTE DETAILS REVIEW WINDOW - LEG IDS.

The informational “Leg ID” column is used as a unique identifier of each leg. The “Leg ID” will not necessarily be sequential to the traveling sequence number identified in the “Leg #” column.

Assignment of “Leg ID” numbers used to identify all rows of the Route Details “Traveling On” column is similar to sorting data in a table. After an application is first saved, each item of route information is assigned a sequential number, beginning with “Leg ID” #1 - which will always correspond to the beginning route. After the first initial assignment of “Leg ID” numbers, any additional route components (which do not necessarily appear to the viewer; e.g., ramps) will also be assigned an identifying “Leg ID” number:

- When a new “Leg ID” is created, the number assigned will be the next consecutive number following the highest “Leg ID” number unique to that route version. For example, a route has a detour applied between “Leg ID” 10 and 11, but a total of 25 “Leg ID(s)” were previously assigned, so the inserted detour will begin as “Leg ID” 26.
- After analysis and system processing is completed, the route legs are sorted in traveling route sequence, which is then displayed in the “Traveling On” column. When this sorting takes place, the “Leg ID” number initially associated with each route leg is not changed.

Q: What added value do we receive by identifying a “Leg ID” when reviewing an application?

A: The “Leg ID” on the Route Restrictions tab for Route Components matches the “Leg ID” column on the Route Details tab.

2.5 - LOG REVIEW HOURS

Following is the procedure for assessing charges directly to the motor carrier for additional costs incurred by PennDOT in processing some applications. Additional costs are typically incurred on the more complex applications which require special handling, review, investigation, or if the applicant did not submit an accurate or complete application (e.g., if the applicant did not submit a bona fide route survey with an application that requires a route survey). With advance planning and a bona fide route survey, most application issues can be identified and addressed early in the application review process, at little or no additional cost. PennDOT staff often incur additional costs far in excess of the standard application processing fee when it becomes necessary to participate in conference calls, perform field reviews, research, attend meetings, perform special bridge analysis, review special traffic control plans, or other tasks that require significant additional time and expense, including time spent on status checks by or on behalf of the motor carrier, time spent before, during and after conference calls with both District and Central Office Traffic Engineers, Permit staff, Bridge Engineers, Enforcement staff, the motor carrier, the manufacturer of the load and the purchaser of the load.

It is recommended that charges be assessed:

- ✓ On the permit issuance date if the application contains an account number.
- ✓ Before the application is approved if the application does not contain an account number.

Procedure

1. **Application:** Select application associated with additional costs/expenses by either:
 - a. Clicking the APPLICATION ID on the notification queue list, or
 - b. Opening an application/permit from the Application Search Results list.
 - c. Charges must be assessed on the same month they are incurred.
2. On the **NOTIFICATION** drop down list, click on LOG REVIEW HOURS. Complete this field by **briefly** naming the motor carrier representative and the type of activity (e.g., phone call, field view, status check), to document why additional charges are being added. This is a limited text field so it will be necessary to abbreviate/limit remarks.
3. **Personnel Hours:** Enter time spent on additional task(s), rounded up to nearest one-half hour increment (e.g., 1.0 hr., 3.5 hr., 10.5 hr.).
4. **Personnel Rate:**
 - a. If entering the user's own rate, enter current hourly rate as shown on employee bi-weekly pay statement.
 - b. If entering the rate of an employee who does not have access to APRAS (e.g., Traffic Engineer, Pavement Engineer) either enter their rate or - if unavailable – determine the Rate/Hr from a current Commonwealth Standard Pay Schedule, by using Step 10 for the Pay Range of each employee as an average for that Pay Range.

- c. If more than one participant is involved, list each participant's time individually. Personnel costs will be calculated automatically and current Payroll "cost additive" will be added to Personnel Costs automatically. Tabbing out of the rate/hr field will enable the Add Button.

- 5. **Expenses, Type:** If additional expenses are incurred (e.g., call preparation/follow-up, detailed Bridge analysis, mileage/tolls, non-Web expedited data entry, toll charges for phone and/or video calls), select the Expense Type from the drop down menu, input the Expense Amount, and click on Add.
- 6. **Save:** After all costs and expenses incurred have been entered correctly, click on Save.

Invoicing: Permittees with an Account number will be invoiced automatically for these additional costs on their next monthly invoice, as part of the permit fee. Permittees without an Account Number will have their permit fee adjusted for these additional costs, provided the costs are "saved" **before** the application is "approved".

CHAPTER 3 - INTRODUCTION TO PERMIT LOAD TYPES

General

The Vehicle Code (Chapter 49) and Regulation 179 authorize permits for oversize or overweight movements to be issued under specific circumstances. This Chapter outlines the laws, regulations, and policies which govern vehicles/loads that may be transported under permit authority. The information is organized according to the APRAS computer software "Load Type" codes. Numerous recent samples of issued permits for each Load Type can be viewed via the Application Search menu.

A "Load Type Quick Reference Guide" summarizes information provided in this Chapter and (while not as detailed as this Chapter) can be used when answering phone inquiries to ensure consistent and accurate information is being conveyed to callers. A current copy of this Guide is posted on the PennDOT WAN.

Responsible motor carriers (as defined in Regulation 179.1) may submit an application by wire (if account is valid); or in person (i.e., walk-in), by phone (i.e., book permits), or by mail to the District Permit Office where the move begins or ends. Permit Services must submit 100% of their applications by APRAS Web in order to continue to operate as Permit Services in PA. Seasonal and annual permits are **not** obtained through Permit Services.

If the applicant does not have an account number, a certified/cashier's check or money order must accompany the application along with a Certificate of Insurance naming the Commonwealth of PA as an "Additional Insured" (See Regulation 179.7(b)).

Under Section 4962(f.1) of the Vehicle Code, movement of an overweight combination, which does not exceed 107,000 pounds Gross Weight, and which does not exceed any size limit is authorized 24 hours a day, seven days a week, except during holidays and inclement weather. The permitted vehicle must travel at prevailing speeds. This general law applies to most "overweight only" Load Types, except where specifically noted (i.e., special travel period conditions are authorized for certain Load Types, as noted in the law, this Chapter and the "Load Type Quick Reference Guide").

In addition to the Restrictions identified in this Chapter that are applicable to individual Load Types, it may be necessary to complete Restrictions 2030, or 2032 and 2033, if travel is authorized over a posted road. APRAS will authorize vehicles with Gross Weights that do not exceed 80,000 pounds to travel on posted roads that are either the first or last leg of the route (i.e., local pick-ups and deliveries). See Chapter 8 for additional information on posted roads and bridges.

A readable and current copy of the Urbanized Area Map/General Conditions (Form M-938) must accompany each permit. Haulers that do not have the most recent copy will be cited by enforcement personnel. Permit Services or hauling companies requesting large quantities of this form should contact the Central Permit Office.

34 - EXCESS DAMAGE

Overweight Combination (i.e., steel coils)
ANNUAL

The Vehicle Code (Sections 4961(d) and 1943 (r)) specifies that an annual Permit may be issued authorizing the movement on specified non-Interstate highways of loads (i.e., steel coils), which exceed the maximum gross vehicle weight, consistent with the following:

1. No oversize.
2. Maximum miles traveled on specific non-Interstate highways is 2.5 miles (no Interstates allowed due to overweight divisible load).
3. Maximum permitted gross weight of combination and load is 125,000 pounds.
4. An Irrevocable Letter of Credit (Form M-937LC) is required as **security** for each "location" **if any axle weight exceeds 21,000 pounds**, to cover the cost of repairs and restoration necessitated by the movement. A Letter of Credit must be executed (via Form M-930S – permit clearance security document) prior to issuance in at least the amount specified in "Minimum Security Amounts" document. Current copies of Forms M-930S, M-937LC and Security Amounts document are posted on PennDOT WAN.
5. Route(s) must be inspected on site before any permit is issued, and should be inspected at least every six months.
6. Photodocumentation is strongly recommended with each inspection and prior to "work and bill", to document damage to infrastructure.
7. Various "like" truck tractors **and** trailers are allowed (separate permit required if # axles different or axle spacings less than specified).
8. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Leave the Load Serial ID blank.
- ✓ Enter "Various" in the Power Unit and semitrailer Registration/VIN fields.
- ✓ Enter "N/A" in the Power Unit and semitrailer State fields.

During manual review, also modify Permit Restriction Code(s): 3410

County Maintenance Manager needs to be notified about "secured" roadway sections to ensure coordinated reimbursable repairs.

The "work and bill" process is authorized by law for repairs and restoration costs determined to be necessitated by movement under the permit. The District must notify the permittee, in writing, to reimburse PennDOT within 60 days to avoid action against the Letter of Credit. The District is authorized to be reimbursed (by presenting the Letter of Credit to the bank) after the 60 days written notice has expired if full reimbursement is not received, unless otherwise notified by the Office of Chief Counsel (e.g., pending court order).

Issued annual overweight Permits with specified routes will be reanalyzed every 7 days. See Chapter 5 for reanalysis procedures.

The annual fee is \$500 (includes costs of administering permit and inspections of involved highway). No refund may be granted on the issuance fee for an annual permit. Annual permits that are reanalyzed periodically and are revoked due to the reanalyzation are not entitled to a refund or credit.

35A - CRANE (≤ = 100,000 pounds)

SME (self-propelled)

SEASONAL

The Vehicle Code (Sections 4979.4 and 1943(p)(1)) specifies that a seasonal Permit (1-12 months) may be issued authorizing the movement on specified highways of a self-propelled crane that exceeds the maximum width, height, or length, or the maximum vehicle gross or maximum axle weights, consistent with the following:

1. The maximum gross weight does not exceed 100,000 pounds.
2. No axle weight exceeds 42,000 pounds.
3. This permit is route specific.
4. Seasonal permits are not obtained thru a Permit Service with an account number starting with 313XXX.

During manual review, also modify Permit Restriction Code 5558 to list multiple cranes having the same Make and Model numbers authorized under one permit.

Special instructions when entering this Load Type:

- ✓ Enter "0" for the legal weight.
- ✓ Enter "0" for the load quantity.

Issued seasonal overweight Permits with specified routes will be reanalyzed every 7 days. See Chapter 5 for reanalysis procedures.

The permit fee for a crane not exceeding 100,000 pounds gross weight shall be prorated up to a maximum of \$400 (\$33.33/month). No refund may be granted on the issuance fee for a seasonal permit. Seasonal permits that are reanalyzed periodically and are revoked due to the reanalyzation are not entitled to a refund or credit.

35B - CRANE (> 100,000 pounds)
SME (self-propelled)
SEASONAL

The Vehicle Code (Sections 4979.4 and 1943(p)(2)) specifies that a seasonal Permit may be issued authorizing the movement on specified highways of a self-propelled crane that exceeds the maximum width, height, or length, or the maximum vehicle gross or maximum axle weights, consistent with the following:

1. The maximum Gross weight does not exceed 201,000 pounds.
2. No axle weight exceeds 42,000 pounds.
3. This permit is route specific.
4. Seasonal permits are not obtained thru a Permit Service with an account number starting with 313XXX.

During manual review, also modify Permit Restriction Code 5558 to list multiple cranes having the same Make and Model numbers authorized under one permit.

Special instructions when entering this Load Type:

1. Enter "0" for the legal weight.
2. Enter "0" for the load quantity.

Issued seasonal overweight Permits with specified routes will be reanalyzed every 7 days. See Chapter 5 for reanalysis procedures.

The permit fee for a crane in excess of 100,000 pounds gross weight shall be prorated up to a maximum of \$100 (4.17/month) plus \$50 for each mile of highway authorized under the permit. No refund may be granted on the issuance fee for an annual/seasonal permit. Seasonal permits that are reanalyzed periodically and are revoked due to the reanalyzation are not entitled to a refund or credit.

37A - FLOAT/FLAT GLASS
5-Axle (3/2) Overweight Combination
ANNUAL

The Vehicle Code (Sections 4979.3, 4962(f) & (f1) and 1943(o)) specifies that an annual Permit may be issued authorizing the movement on specified non-Interstate highways of float glass or flat glass for the use in construction and other end uses which exceeds the maximum gross vehicle weight, consistent with the following:

1. No Interstates (i.e., overweight divisible load).
2. The combination Gross Weight does not exceed 100,000 pounds.
3. The combination is a 3-axle truck tractor and a 2-axle semitrailer.
4. The steering axle may not exceed 12,000 pounds.
5. The truck tractor tandem axles may not exceed 44,000 pounds with a maximum of 22,500 pounds on either axle in the group.
6. The semitrailer tandem axles may not exceed 44,000 pounds with a maximum of 22,500 pounds on either axle in the group.
7. The spacing between axle 1 and axle 2 must be a minimum of 15 feet.
8. The center-to-center distance between the last drive axle of the truck tractor and the first axle of the semitrailer must be a minimum of 31 feet 6 inches.
9. The spacing between tandem axles must be a minimum of 4 feet 4 inches for the truck tractor and 5 feet 2 inches for the semitrailer.
10. The total length does not exceed 83 feet.
11. The total width does not exceed 8 feet, 6 inches.
12. The total height does not exceed 13 feet, 6 inches.
13. Movement under this permit is authorized 24 hours a day, seven days a week except holidays & inclement weather. Movement in urbanized area is authorized. Must travel at prevailing speeds
14. This permit is route specific.
15. Various "like" trailers allowed (separate permit required if axle spacings less than specified on application; however, axle spacings may not be less than specified in law).
16. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Leave the Load Serial ID blank.
- ✓ Enter "Various" in the semitrailer Registration/VIN field.
- ✓ Enter "N/A" in the semitrailer State field.

Issued annual overweight Permits with specified routes will be reanalyzed every 7 days. See Chapter 5 for reanalysis procedures.

The annual permit fee for **each** truck tractor is \$800. No refund may be granted on the issuance fee for an annual permit. Annual permits that are reanalyzed periodically and are revoked due to the reanalyzation are not entitled to a refund or credit.

38A - WASTE COAL

Overweight Combination

ANNUAL

The Vehicle Code (Sections 4979.2, 4962(f) & (f1) and 1943(n)) specifies that an annual Permit may be issued authorizing movement on specified non-Interstate highways of waste coal from a refuse pile to a preparation or power production facility which exceeds the maximum vehicle gross weight limits, consistent with the following:

1. No Interstates (i.e., overweight divisible load).
2. The weight of any vehicle permitted does not exceed 95,000 pounds.
3. The weight of any non-steering axle does not exceed 21,000 pounds.
4. The total length does not exceed 83 feet.
5. The total width does not exceed 8 feet, 6 inches.
6. The total height does not exceed 13 feet, 6 inches.
7. Movement under this permit is authorized 24 hours a day, seven days a week except holidays & inclement weather. Movement in urbanized area is authorized. Must travel at prevailing speeds.
8. This permit is route specific.
9. Various "like" trailers are allowed. A separate permit is required for each trailer axle configuration (e.g., 3/2 vs. 3/3).
10. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Leave the Load Serial ID blank
- ✓ Enter "Various" in the semitrailer Registration/VIN field.
- ✓ Enter "N/A" in the semitrailer State field.

Issued annual overweight Permits with specified routes will be reanalyzed every 7 days. See Chapter 5 for reanalysis procedures.

The annual permit fee for each truck tractor is \$400. No refund may be granted on the issuance fee for an annual permit. Annual permits that are reanalyzed periodically and are revoked due to the reanalyzation are not entitled to a refund or credit.

38B - BENEFICIAL COMBUSTION ASH

Overweight Combination

ANNUAL

The Vehicle Code (Sections 4979.2, 4962(f) & (f1) and 1943(n)) specifies that an annual Permit may be issued authorizing movement on specified non-Interstate highways of beneficial combustion ash from a power production facility to a reclamation area, which exceeds the maximum vehicle gross weight limits, consistent with the following:

1. No Interstates (i.e., overweight divisible load)
2. The weight of any vehicle permitted does not exceed 95,000 pounds
3. The weight of any non-steering axle does not exceed 21,000 pounds
4. The weight of any vehicle permitted does not exceed 95,000 pounds.
5. The weight of any non-steering axle does not exceed 21,000 pounds.
6. The total length does not exceed 83 feet
7. The total width does not exceed 8 feet, 6 inches.
8. The total height does not exceed 13 feet, 6 inches.
9. Movement under this permit is authorized 24 hours a day, seven days a week except holidays & inclement weather. Movement in urbanized area is authorized. Must travel at prevailing speeds.
10. This permit is route specific.
11. Various "like" trailers allowed. A separate permit is required for each trailer axle configuration (e.g., 3/2 vs. 3/3).
12. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Leave the Load Serial ID blank.
- ✓ Enter "Various" in the semitrailer Registration/VIN field.
- ✓ Enter "N/A" in the semitrailer State field.

Issued annual overweight Permits with specified routes will be reanalyzed every 7 days. See Chapter 5 for reanalysis procedures.

The annual permit fee for each truck tractor is \$400. No refund may be granted on the issuance fee for an annual permit. Annual permits that are reanalyzed periodically and are revoked due to the reanalyzation are not entitled to a refund or credit.

38C - LIMESTONE
6-Axle Combination
ANNUAL

The Vehicle Code (Sections 4979.2(b), 4962(f) & (f1) and 1943(n)) specifies that an annual Permit may be issued authorizing the movement on specified non-Interstate highways of limestone from a quarry to a power production facility, which exceeds the maximum gross vehicle weight, consistent with the following:

1. No Interstates (i.e., overweight divisible load).
2. Combination must have a minimum of six axles.
3. Max. permitted Gross Weight (pounds) = 95,000 The weight of any vehicle permitted does not exceed 95,000 pounds.
4. Max. permitted Axle Weight (pounds) = 21,000. The minimum Traffic Route Network axle spacings do not apply to this Load Type, which authorizes specific routes only.
5. The total length does not exceed 83 feet
6. The total width does not exceed 8 feet, 6 inches.
7. The total height does not exceed 13 feet, 6 inches
8. Movement under this permit is authorized 24 hours a day, seven days a week except holidays & inclement weather. Movement in urbanized area is authorized. Must travel at prevailing speeds.
9. Various "like" trailers allowed (separate permit required if axle spacings less than specified on application).
10. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Leave the Load Serial ID blank.
- ✓ Enter "Various" in the semitrailer Registration/VIN field.
- ✓ Enter "N/A" in the semitrailer State field.

Issued annual overweight Permits with specified routes will be reanalyzed every 7 days. See Chapter 5 for reanalysis procedures.

The annual permit fee is \$400/yr. No refund may be granted on the issuance fee for an annual permit. Annual permits that are reanalyzed periodically and are revoked due to the reanalyzation are not entitled to a refund or credit.

39 - REFINED OIL (In Bulk) Overweight Combination ANNUAL

The Vehicle Code (Sections 4979.1, 4962(f) & (f1) and 1943(m)) specifies that an annual Permit may be issued authorizing the movement on specified non-Interstate highways of refined oil in bulk between a refinery and a distribution facility, which exceeds the maximum vehicle gross weight, consistent with the following:

1. No Interstates (i.e., overweight divisible load).
2. The Combination Gross Weight does not exceed 107,000 pounds.
3. The following maximum axle weight limits for all nonsteering axles are not exceeded:

Single axle	21,000 pounds
Tandem axle group	42,000 pounds
Tridem axle group	53,000 pounds
Quad axle group	63,000 pounds
4. The width is not over 8 feet, 6 inches.
5. The height is not over 13 feet, 6 inches.
6. The oil must be refined oil (i.e., not in the form initially extracted from the well head; for example: fuel oil or liquid asphalt without aggregates), and transported "in bulk" (i.e., see below) and must be moved between a refinery and a distribution facility (i.e., not deliveries to homes or businesses).
7. Movement under this permit is authorized 24 hours a day, seven days a week except holidays & inclement weather. Movement in urbanized area is authorized. Must travel at prevailing speeds.
8. The total distance does not exceed 50 miles.
9. This permit is route specific.
10. Various "like trailers allowed. A separate permit is required for each trailer axle configuration (e.g., 3/2 vs. 3/3).
11. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Leave the Load Serial ID blank.
- ✓ Enter "Various" in the semitrailer Registration/VIN field.
- ✓ Enter "N/A" in the semitrailer State field.

The term "**in bulk**" means not divided into parts or packaged in separate units. Thus, "in bulk" means loose material contained only by the trailer body. Material packaged in smaller lots inside a trailer is not considered to be "in bulk."

Issued annual overweight Permits with specified routes will be reanalyzed every 7 days. See Chapter 5 for reanalysis procedures.

The annual permit fee for each truck tractor is \$800. No refund may be granted on the issuance fee for an annual permit. Annual permits that are reanalyzed periodically and are revoked due to the reanalyzation are not entitled to a refund or credit.

40 - CONSTRUCTION EQUIPMENT (Blanket)

Overwidth Combination

ANNUAL BLANKET

The Vehicle Code (Sections 4970(d) and 1943(q)) specifies that an annual blanket permit may be issued authorizing movement on highways of certain types of construction equipment which exceed the maximum width. The equipment being transported (by combination only) is used for excavating, land clearing (i.e., Forestry such as skid loaders and tree cutting machines), paving, or road building activities, consistent with the following:

1. The maximum width of the load and the vehicle does not exceed 11 feet.
2. The maximum length does not exceed 83 feet.
3. The maximum height does not exceed 13 feet, 6 inches.
4. The maximum travel distance does not exceed 125 miles from the place of origin.
5. The maximum gross weight does not exceed 80,000 pounds.
6. No axle weight limit is exceeded.
7. The Truck Tractor must be registered at a weight at least as high as the gross weight.
8. Various "like" trailers allowed. A separate permit is required for each trailer axle configuration (e.g., 3/2 vs. 3/3).
9. Additional pieces of equipment may be added to the permit via supplement.
10. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Applicant must provide make, model and serial numbers for all pieces of equipment to be moved under this Permit.
- ✓ Enter "Various" in the semitrailer Registration/VIN field.
- ✓ Enter "N/A" in the semitrailer State field.
- ✓ Complete the County "Origin" only in the Routing section for this blanket permit.

During manual review, also modify Permit Restriction Code(s): 4044 (list the base of operations) and 5558.

The annual permit fee for each truck tractor is \$400. No refund may be granted on the issuance fee for an annual permit.

41 - PARTICLEBOARD/FIBERBOARD

Overweight Combination

ANNUAL

The Vehicle Code (Sections 4979, 4962(f) & (f1) and 1943(l)) specifies that an annual Permit may be issued authorizing the movement on specified non-Interstate highways of particleboard or fiberboard for use in the manufacture of ready-to-assemble household or office furniture, which exceeds the maximum vehicle gross weight, consistent with the following:

1. The Combination Gross Weight does not exceed 107,000 pounds.
2. The following maximum axle weight limits for all nonsteering axles are not exceeded:

Single axle	21,000 pounds
Tandem axle group	42,000 pounds
Tridem axle group	53,000 pounds
Quad axle group	63,000 pounds
3. The length is not over 83 feet.
4. The width is not over 8 feet, 6 inches.
5. The height is not over 13 feet, 6 inches.
6. The total distance does not exceed 70 miles.
7. Permitted vehicle may not travel on Interstate Highways.
8. This permit is route specific.
9. The Truck Tractor must be registered at 80,000 pounds.
10. Movement under this permit is authorized 24 hours a day, seven days a week except holidays & inclement weather. Movement in urbanized area is authorized. Must travel at prevailing speeds.
11. Various "like" trailers allowed. A separate permit is required for each trailer axle configuration (e.g., 3/2 vs. 3/3).
12. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Leave the Load Serial ID blank.
- ✓ Enter "Various" in the semitrailer Registration/VIN field.
- ✓ Enter "N/A" in the semitrailer State field.

Issued annual overweight Permits with specified routes will be reanalyzed every 7 days. See Chapter 5 for reanalysis procedures.

The annual permit fee for each truck tractor is \$800. No refund may be granted on the issuance fee for an annual permit. Annual permits that are reanalyzed periodically and are revoked due to the reanalyzation are not entitled to a refund or credit.

42A - BUILDING STRUCTURAL COMPONENTS

Combination SEASONAL

The Vehicle Code (Sections 4978 and 1943(j)) specifies that a seasonal Permit (1-12 months) may be issued for the duration of a single building construction project, but not exceeding one year, authorizing the movement on specified highways of nondivisible building structural components, such as pre-cast concrete, roof trusses or wall panels, which exceed the maximum width, height and length limit or the maximum gross weight limit, consistent with the following:

1. The Combination Gross Weight does not exceed 80,000 pounds.
2. The length does not exceed 90 feet.
3. The width does not exceed 13 feet.
4. The height does not exceed 14 feet 6 inches.
5. Various "like" trailers allowed. A separate permit is required for each trailer axle configuration (e.g., 3/2 vs. 3/3).
6. Seasonal permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Leave the Load Serial ID blank.
- ✓ Enter "Various" in the semitrailer Registration/VIN field.
- ✓ Enter "N/A" in the semitrailer State field.

The seasonal permit fee for each truck tractor is \$100 per month. No refund may be granted on the issuance fee for a seasonal permit.

42B - BUILDING STRUCTURAL COMPONENT

Combination
SEASONAL

The Vehicle Code (Sections 4978 and 1943(j)) specifies that a seasonal Permit (1-12 months) may be issued for the duration of a single building construction project, but not exceeding one year, authorizing the movement on specified highways of nondivisible building structural component, such as pre-cast concrete, roof truss or wall panel, which exceeds the maximum width, height and length limit and the maximum gross weight limit, consistent with the following:

1. Maximum load quantity "1".
2. The Combination Gross Weight does not exceed 116,000 pounds.
3. The length does not exceed 90 feet.
4. The width does not exceed 13 feet.
5. The height does not exceed 14 feet 6 inches.
6. Various "like" trailers allowed. A separate permit is required for each trailer axle configuration (e.g., 3/2 vs. 3/3).
7. Seasonal permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Leave the Load Serial ID blank.
- ✓ Enter "Various" in the semitrailer Registration/VIN field.
- ✓ Enter "N/A" in the semitrailer State field.

Issued seasonal overweight Permits with specified routes will be reanalyzed every 7 days. See Chapter 5 for reanalysis procedures.

The seasonal permit fee for each truck tractor is \$100 per month. No refund may be granted on the issuance fee for a seasonal permit.

43 - WOODEN STRUCTURES (Blanket)
Oversize Combination -- PennDOT-Approved Trailers
Philadelphia List (Low Vertical Clearances)
ANNUAL

The Vehicle Code (Sections 4977 and 1943(h)) specifies that an annual Permit may be issued authorizing movement on highways of wooden structures that exceed the maximum length, width and height limits on a trailer approved by PennDOT, consistent with the following:

1. Do not enter an application unless all requested trailer makes and models are on the "PennDOT-approved Wooden Structure Trailers" List.
2. The combination Gross Weight does not exceed 80,000 pounds, if a 5-axle combination or 73,280 pounds if a 4-axle combination or the truck tractor registered (i.e., legal) weight.
3. No axle weight limit is exceeded.
4. The total length does not exceed 90 feet.
5. The total width, including all appurtenances and overhangs, does not exceed 13 feet.
6. The total height does not exceed 13 feet, 10 inches.
7. Trailer **make** and **model** designations must be furnished by applicant for each trailer. If the applicant does not know its trailer make(s) and model(s) or if the applicant asks to review the "PennDOT-approved Wooden Structure Trailers" List and selects one or more trailers from the list or if the applicant's remarks or questions give rise to suspicion that the applicant may not be submitting a truthful application, it would be appropriate, consistent with section 6104(b) of the Vehicle Code, to ask the applicant to provide photos of the deck of each trailer and to flag the Central Permit Office as part of the application review. APRAS allows documents to be attached to applications and to be stored with the permit record.
8. Verify each trailer **make** and **model** designation appears on the current "PennDOT-approved Wooden Structure Trailers" List. A current list is posted on the PennDOT WAN. If any specific trailer make and model is not listed, provide Form M-936A WS to the applicant for completion (Form M-936A WS is posted on the PennDOT WAN), and advise the applicant to send a completed Form M-936A WS to the Central Permit Office, with appropriate verification, for review.
9. Various "like" trailers allowed. A separate permit is required for each trailer axle configuration (e.g., 3/2 vs. 3/3).
10. Other qualifying "components" that do not exceed permitted width, length or height may be carried in conjunction with movements under this permit. Determination of what qualifies under the "component" provision in the law will be made after review by Central Permit Office. It may be necessary for an applicant to provide detailed descriptions and measurements of individual pieces and "as loaded" to Central Permit Office for review.
11. A supplement may be issued to add newly purchased trailers that are on the "PennDOT-approved Wooden Structure Trailers" List.
12. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Wooden structures include the following loads **only**:

- ✓ Roof trusses
- ✓ Wooden utility sheds
- ✓ Gazebos
- ✓ Garages
- ✓ Play equipment
- ✓ Special instructions when entering this Load Type:
- ✓ Enter "Various" in the semitrailer Registration/VIN field.
- ✓ Enter "N/A" in the semitrailer State field.
- ✓ Complete the County "Origin" only in the Routing section for this blanket permit.

During manual review, also modify Permit Restriction Code(s): 4346 – listing the make and model numbers of approved trailers.

Attach a copy of the Philadelphia wooden structure list to each permit. A current list is posted on the PennDOT WAN.

The annual permit fee for each truck tractor is \$1,000. No refund may be granted on the issuance fee for an annual permit.

44 - LIVE DOMESTIC ANIMALS (Network)

Overweight Combination

ANNUAL

The Vehicle Code (Sections 4976.1, 4962(f) & (f1) and 1943(i)) specifies that an annual permit may be issued authorizing the movement, on an approved Traffic Route Network of non-Interstate highways, of live domestic animals which exceeds the maximum gross weight limits, consistent with the following:

1. The combination gross weight does not exceed 95,000 pounds.
2. No nonsteering axle weight exceeds 21,000 pounds. (The steering axle is subject to the "800 pound per inch of wheel width" rule and as a practical matter will not carry as much weight as the nonsteering axles.)
3. The length is not over 83 feet.
4. The width is not over 8 feet, 6 inches.
5. The height is not over 13 feet, 6 inches.
6. Movement is restricted to non-Interstate Traffic Routes (i.e., overweight divisible load).
7. Movement under this permit is authorized 24 hours a day, seven days a week except holidays & inclement weather. Movement in urbanized area is authorized. Must travel at prevailing speeds.
8. Various "like" trailers allowed. A separate permit is required for each trailer axle configuration (e.g., 3/2 vs. 3/3).
9. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

To determine the scope of loads that may be permitted under this statute, a review of special terms contained in the statute is necessary. Following are excerpts from the dictionary definitions of these terms:

The term "domestic" means (1) living near or about the habitation of humans (i.e., non-wild), and (2) of, relating to, or carried on within a country. Both meanings apply to this statute.

The term "animal" means any of a kingdom (animalia) of living beings typically differing from plants. Thus the term includes livestock, poultry, fish and any other domestic animal. The term is not limited to mammals. However, when all terms are considered together, the term does not include humans in this statute (i.e., food intended for human consumption is not authorized under this statute).

Special instructions when entering this Load Type:

- ✓ Enter "Various" in the semitrailer Registration/VIN field.
- ✓ Enter "N/A" in the semitrailer State field.
- ✓ Complete the County "Origin" only in the Routing section for this network permit.

The Traffic Route Network applicable to this Load Type consists of 1-digit, 2-digit and 3-digit SRs, (other than Interstate highways), unless specifically restricted on the list which is created with the permit. Applicants wanting to add "spokes" to the network, to authorize

travel on 4-digit SRs (a.k.a. “quad routes”) - not Interstate highways - must complete Form M-936A NS (posted on PennDOT WAN) and identify origin and destination points which require travel on quad routes as well as the quad routes on which they propose to travel. A Spokes Tab will be available on an approved or issued “Network” permit, which allows quad route spokes to be added to the network for a specific application, using the same techniques that are used to build other prompted routes.

One Permit and the current “Roadway Restriction List for Blanket Permits” attachment will print. If one or more spokes are approved, an “Additional Route” attachment will print for each spoke.

It is the responsibility of the Permit Office to send the responsible Motor Carrier the updated “Roadway Restriction List for Blanket Permits” attachment and any “Additional Route” attachment produced after Network analysis. It is the responsibility of the Motor Carrier to ensure a current copy of the “Roadway Restriction List for Blanket Permits” attachment and any “Additional Route” attachment are attached to the Permit.

Issued annual overweight Permits with specified routes will be reanalyzed every 45 days. See Chapter 5 for reanalysis procedures.

The annual permit fee for each truck tractor is \$400. No refund may be granted on the issuance fee for annual permit. Annual permits that are reanalyzed periodically and are revoked due to the reanalyzation are not entitled to a refund or credit.

45 - DOMESTIC ANIMAL FEED/GRAIN (In Bulk) (Network)

Overweight Combination

ANNUAL

The Vehicle Code (Sections 4976, 4962(f) & (f1) and 1943(g)) specifies that an annual permit may be issued authorizing the movement, on an approved Traffic Route Network of non-Interstate highways, of domestic animal feed and whole or unprocessed grain, in bulk, which exceeds the maximum gross weight limits, consistent with the following:

1. The combination Gross Weight does not exceed 95,000 pounds.
2. No non-steering axle weight exceeds 21,000 pounds. (The steering axle is subject to the "800 pound per inch of wheel width" rule and as a practical matter will not carry as much weight as the non steering axles.)
3. The length is not over 83 feet.
4. The width is not over 8 feet, 6 inches.
5. The height is not over 13 feet, 6 inches.
6. No Interstates (i.e., overweight divisible load).
7. Movement under this permit is authorized 24 hours a day, seven days a week except holidays & inclement weather. Movement in urbanized area is authorized. Must travel at prevailing speeds.
8. A separate permit is required for each trailer axle configuration (e.g., 3/2 vs. 3/3).
9. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Enter "Various" in the semitrailer Registration/VIN field.
- ✓ Enter "N/A" in the semitrailer State field.
- ✓ Complete only the County Origin in the Routing section for this network permit. (See Chapter 5 for network weekly re-analysis procedures.)

The Traffic Route Network applicable to this Load Type consists of 1-digit, 2-digit and 3-digit SRs, (other than Interstate highways), unless specifically restricted on the list which is created with the permit. Applicants wanting to add "spokes" to the network, to authorize travel on 4-digit SRs (a.k.a. "quad routes") - not Interstate highways - must complete Form M-936A NS (posted on PennDOT WAN) and identify origin and destination points which require travel on quad routes as well as the quad routes on which they propose to travel. A Spokes Tab will be available on an approved or issued "Network" permit, which allows quad route spokes to be added to the network for a specific application, using the same techniques that are used to build other prompted routes.

One Permit and the current "Roadway Restriction List for Blanket Permits" attachment will print. If one or more spokes are approved, an "Additional Route" attachment will print for each spoke.

It is the responsibility of the Permit Office to send the responsible Motor Carrier the updated "Roadway Restriction List for Blanket Permits" attachment and any "Additional Route" attachment produced after Network analysis. It is the responsibility of the Motor

Carrier to ensure a current copy of the “Roadway Restriction List for Blanket Permits” attachment and any “Additional Route” attachment are attached to the Permit.

Issued annual overweight Permits with specified routes will be reanalyzed every 45 days. See Chapter 5 for reanalysis procedures.

The annual permit fee for each truck tractor is \$400. No refund may be granted on the issuance fee for an annual permit. Annual permits that are reanalyzed periodically and are revoked due to the reanalyzation are not entitled to a refund or credit.

46 - SME - OVERWIDTH (Freeways)(Blanket)
Overwidth Combination
ANNUAL

The Vehicle Code (Sections 4975 and 1943(e.1)) authorizes an annual permit to be issued for the hauling or towing (**not self-propelled**) of SME that does not exceed 9 feet 2 inches in width on freeways, consistent with the following:

1. The Gross Weight does not exceed any legal weight limit.
2. Axle weights do not exceed any legal weight limit.
3. No size limit is exceeded.
4. SME, (self-propelled - operated under it's own power) is not eligible for this annual permit but is eligible for a single-trip permit to travel upon specific freeways.
5. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Complete the County Origin only in the Routing section for this blanket permit.

The annual permit fee is \$200. No refund may be granted on the issuance fee for an annual permit.

48 - SME With OVERWEIGHT AXLES (Blanket)

SME (DRIVEN)

ANNUAL

The Vehicle Code (Section 4961(a)(1)), 4962(f) & (f1) and Regulations (Section 179.15a(b) & 179.9(e)(4)) specify that an annual blanket permit may be issued to an SME (self-propelled) with overweight axles (such as a crane or well drilling equipment) authorizing movement on highways, consistent with the following:

Section 102 of the Vehicle Code defines Special Mobile Equipment (SME) as a vehicle not designed or used primarily for the transportation of persons or property and only operated or moved over a highway "incidentally" (for example, job to job).

The **legal width limit for SME is 9 feet 2 inches** on highways other than freeways, under Section 4921(b)(3), provided the vehicle operates in compliance with Regulation 187.

An annual blanket permit may be issued for SME with overweight axles, provided:

1. The vehicle is not oversize,
2. The Gross Weight does not exceed 73,280 pounds,
3. No axle weight exceeds 21,400 pounds.
4. The SME is equipped with pneumatic tires.
5. The permitted vehicle can maintain a minimum speed of 40 miles per hour on freeways.
6. Movement under this permit is authorized 24 hours a day, seven days a week except holidays & inclement weather. Movement in urbanized area is authorized. Must travel at prevailing speeds.
7. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

A drilling rig may carry drill rods (which have been deemed to be an integral component of the rig) if the above conditions are met.

Special instructions when entering this Load Type:

- ✓ Enter "0" as the load quantity.
- ✓ Leave the Load Serial ID blank.
- ✓ Complete only the County Origin in the Routing section for this blanket permit.

The annual permit fee is \$300. No refund may be granted on the issuance fee for an annual permit.

49 - IMPLEMENT OF HUSBANDRY (Blanket)

The definition of Implement of Husbandry as found in Vehicle Code Section 102 is farm equipment that meets all of the following criteria:

1. is equipped with pneumatic tires except if prohibited by religious beliefs;
2. is infrequently operated or moved upon highways;
3. is used in agriculture for any of the following purposes:
 1. performance of agricultural production or harvesting activities for the farmer's agricultural operations, or
 2. transportation of agricultural products or agricultural supplies for the benefit of the farmer's agricultural operations.

The term also includes earthmoving equipment and any other vehicle determined by the Department to be an Implement of Husbandry.

Logging equipment (i.e., feller bunchers, log skidders) is not considered farm equipment unless used specifically to clear land for farming.

The Vehicle Code contains several Permit exceptions for oversize Implements of Husbandry, consistent with the following:

1. The Vehicle Code 4921(b)(1) authorizes an Implement of Husbandry or vehicle loaded with vegetable produce or forage crops - and not exceeding 11 feet in width - to be driven, hauled, or towed without a Permit provided the implement or vehicle is moved between sunrise and sunset on highways other than freeways. No permit may be issued if a vehicle loaded with vegetable produce or forage crops exceeds 11 feet in width, since such loads are divisible and are not otherwise authorized under Section 4962(f) of the Vehicle Code.
2. The Vehicle Code (Section 4921(b)(2)) authorizes an Implement of Husbandry (wider than 11 feet) to be driven, hauled or towed without a Permit provided the implement:
 1. does not exceed 14 feet 6 inches in total width;
 2. is moved only from sunrise to sunset;
 3. is moved on highways other than freeways between:
 - a. farms owned or operated by the owner of the Implement of Husbandry located not more than 50 miles apart; or
 - b. a farm and a place of business of a mechanic or dealer in Implements of Husbandry located not more than 150 miles away ... ; and
 4. is operated in compliance with Regulation 187 (under Vehicle Code Section 4921(b)(4)).

3. The Vehicle Code (Section 4921(b)(5)) authorizes an Implement of Husbandry or vehicle used exclusively for highly perishable crops for processing (e.g., peas) to operate on highways between sunset and sunrise without a Permit, provided the implement or vehicle:
 1. does not exceed 14 feet 6 inches in total width;
 2. is moved on highways other than freeways;
 3. is moved only from May 20 to October 15;
 4. when moving **between “sunset” and “sunrise”**, the vehicle must have two rotating yellow beacons and hazard signal lamps operating;
 5. is operated in compliance with Regulation 187 (under Vehicle Code Section 4921(b)(4)).
4. The Vehicle Code (Section 4921(b)(6)) authorizes commercial Implements of Husbandry not exceeding 12 feet in width to be moved between sunrise and sunset on highways other than freeways without a Permit. A commercial Implement of Husbandry is a self-propelled vehicle used to apply nutrients, soil amendments or chemicals used commercially for production agriculture and operated or moved upon highways for not more than 180 days in a calendar year. These vehicles are essentially self-propelled liquid manure spreaders, which need to be operated on the highway six to eight weeks in both the Spring and Autumn.

These vehicles are:

- authorized to operate on the highway with off-highway type pneumatic tires;
- required to be inspected;
- exempt from rear bumper requirements if not so equipped by the manufacturer;
- exempt from rearview mirror and audible warning device requirements.

Seasonal and Single-trip permits.

An Implement of Husbandry which does not qualify for any of the legal width exceptions listed above or for any seasonal Load Types 49A, 49B, or 49C permits may still be eligible to operate under authority of a single-trip Special Hauling Permit (i.e., Codes 64, 65, 66, 67 or 68), provided the load is nondivisible.

49A - IMPLEMENT OF HUSBANDRY (Blanket) (\leq 11' Wide)

Single Truck or Combination

SEASONAL

The Vehicle Code (Sections 4961(a)(2)-(3) & 1942) and Regulations (179.15a(c)(1) & 179.9(e)(5)) specify that a seasonal (90-day) permit may be issued to an Implement of Husbandry, authorizing movement on limited access highways, consistent with the following:

1. Maximum permitted gross weight does not exceed 73,280 pounds if a truck or 80,000 pounds if a combination.
2. Implement does not exceed a total width of 11 feet.
3. Is moved only from sunrise to sunset.
4. Minimum 40 mph on freeways.
5. Is operated in compliance with Regulation 187 (under Vehicle Code Section 4921(b)(4)).
6. Seasonal permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Logging equipment (i.e., feller bunchers, log skidders) is not considered farm equipment unless used specifically to clear land for farming.

Special instructions when entering this Load Type:

- ✓ Complete only the County Origin in the Routing section for this blanket permit.

The seasonal permit fee is \$25. No refund may be granted on the issuance fee for a seasonal permit.

49B - IMPLEMENT OF HUSBANDRY (Blanket) (14' 6" to 16' Wide)
Single Truck or Combination
SEASONAL

The Vehicle Code (Sections 4961(a)(2)-(3) & 1942) and Regulations (179.15a(c)(2)) specify that a seasonal (90-day) permit may be issued to an Implement of Husbandry, authorizing movement on other than limited access highways, consistent with the following:

1. Movement is prohibited along limited access highways.
2. Maximum permitted gross weight does not exceed 73,280 pounds if a truck or 80,000 pounds if a combination.
3. Implement width exceeds 14 feet-6 inches but does not exceed a total width, including load, of 16 feet. If width exceeds 16 feet, vehicle is a super load, by definition (see Regulation 179.1, super load definition).
4. Is moved only from sunrise to sunset.
5. Is operated in compliance with Regulation 187 (under Vehicle Code Section 4921(b)(4)).
6. Seasonal permits are not obtained thru a Permit Service with a account number starting with 313XXX.

Logging equipment (i.e., feller bunchers, log skidders) is not considered farm equipment unless used specifically to clear land for farming.

Special instructions when entering this Load Type:

- ✓ Complete only the County Origin in the Routing section for this blanket permit.

The seasonal permit fee is \$50. No refund may be granted on the issuance fee for a seasonal permit.

49C - IMPLEMENT OF HUSBANDRY (Blanket) (14' 6" to 16' Wide)
"SME" (DRIVEN)
SEASONAL

The Vehicle Code (Sections 4961(a)(1) & 1942) and Regulations (179.15a(c)(2)) specify that a seasonal (90-day) permit may be issued to an Implement of Husbandry, authorizing movement on other than limited access highways, consistent with the following:

1. Movement is prohibited along limited access highways.
2. Maximum permitted gross weight does not exceed 73,280 pounds.
3. Implement width exceeds 14 feet-6 inches but does not exceed a total width of 16 feet. If width exceeds 16 feet, vehicle is a super load, by definition (see Regulation 179.1, super load definition).
4. No load is allowed.
5. Is moved only from sunrise to sunset.
6. Is operated in compliance with Regulation 187 (under Vehicle Code Section 4921(b)(4)).
7. Seasonal permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Logging equipment (i.e., feller bunchers, log skidders) is not considered farm equipment unless used specifically to clear land for farming.

Special instructions when entering this Load Type:

- ✓ Complete only the County Origin in the Routing section for this blanket permit.

The seasonal permit fee is \$50. No refund may be granted on the issuance fee for a seasonal permit.

50A - COURSE OF MANUFACTURE - RAW MILK (Network)
Overweight Combination
ANNUAL

The Vehicle Code (Sections 4968(a)(3.1), 4962(f) & (f1) and 1943(c)(2)) authorizes an annual permit to be issued for the movement of raw milk to or from a manufacturer on an approved network of non-Interstate highways, while in the course of manufacture and under contract with or under the direct control of the manufacturer, consistent with the following:

1. The Gross Weight may not exceed 95,000 pounds.
2. No axle weight may exceed 21,000 pounds. Further, the distance between last axle of the truck tractor and first axle of the chassis/semi-trailer shall be at least 28 feet on a 5-axle combination and at least 24 feet on a 6-axle combination.
3. Trailer, including, load may not exceed 53 feet in length, 8 feet 6 inches in width, or 13 feet 6 inches in height.
4. No Interstates (i.e., overweight divisible load).
5. Movement under this permit is authorized 24 hours a day, seven days a week except during inclement weather. Movement in urbanized area is authorized. Must travel at prevailing speeds.
6. Various "like" trailers allowed. A separate permit is required for each trailer axle configuration (e.g., 3/2 vs. 3/3).
7. The length is not over 83 feet.
8. The width is not over 8 feet, 6 inches.
9. The height is not over 13 feet, 6 inches.
10. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Leave Load Serial ID blank.
- ✓ Enter "Various" in the semitrailer Registration/VIN field.
- ✓ Enter "N/A" in the semitrailer State field.
- ✓ Complete only the County Origin in the Routing section for this network permit. (See Chapter 5 for network weekly re-analysis procedures.)

The Traffic Route Network applicable to this Load Type consists of 1-digit, 2-digit and 3-digit SRs, (other than Interstate highways), unless specifically restricted on the list which is created with the permit. Applicants wanting to add "spokes" to the network, to authorize travel on 4-digit SRs (a.k.a. "quad routes") - not Interstate highways - must complete Form M-936A NS (posted on PennDOT WAN) and identify origin and destination points which require travel on quad routes as well as the quad routes on which they propose to travel. A Spokes Tab will be available on an approved or issued "Network" permit, which allows quad route spokes to be added to the network for a specific application, using the same techniques that are used to build other prompted routes.

One Permit and the current "Roadway Restriction List for Blanket Permits" attachment will print. If one or more spokes are approved, an "Additional Route" attachment will print for each spoke.

It is the responsibility of the Permit Office to send the responsible Motor Carrier the updated “Roadway Restriction List for Blanket Permits” attachment and any “Additional Route” attachment produced after Network analysis. It is the responsibility of the Motor Carrier to ensure a current copy of the “Roadway Restriction List for Blanket Permits” attachment and any “Additional Route” attachment are attached to the Permit.

Issued annual overweight Permits will be reanalyzed every 45 days. See Chapter 5 for reanalysis procedures.

The annual permit fee is \$400. No refund may be granted on the issuance fee for an annual permit. Annual permits that are reanalyzed periodically and are revoked due to the reanalyzation are not entitled to a refund or credit.

50B - COURSE OF MANUFACTURE - HOT INGOT/HOT BOX

Overweight Combination

ANNUAL

The Vehicle Code (Sections 4968(a)(3.2), 4962(f) & (f1) and 1943(c)(2)(ii)) authorizes an annual permit to be issued for the movement of a hot ingot on specified non-Interstate highways, while in the course of manufacture and under contract with or under the direct control of the manufacturer, consistent with the following:

1. The Gross Weight may not exceed 150,000 pounds.
2. No axle weight may exceed 21,000 pounds. The minimum Network envelope vehicle axle spacings do not apply to this Load Type, which authorizes specific routes only.
3. The total distance may not exceed 25 miles.
4. Form M-936AS is required for any hot ingot application exceeding 136,000 pounds Gross Weight. Also, if the truck tractor's steering axle exceeds 12,000 pounds, require the applicant to submit Form M-936AS and documentation from the vehicle manufacturer and tire manufacturer to verify the manufacturer's rated axle capacities are not being exceeded.
5. Hot ingots, which do not exceed 107,000 pounds Gross Weight, may operate under this permit 24 hours a day, seven days a week except during holidays and inclement weather. Movement in urbanized area is authorized. Must travel at prevailing speeds.
6. Specific routes only no Interstates.
7. The length is not over 83 feet.
8. The width is not over 8 feet, 6 inches.
9. The height is not over 13 feet, 6 inches.
10. Various "like" trailers allowed. A separate permit is required for each trailer axle configuration (e.g., 3/2 vs. 3/3).
11. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Leave Load Serial ID blank.
- ✓ Enter "Various" in the semitrailer Registration/VIN field.
- ✓ Enter "N/A" in the semitrailer State field.

Issued annual overweight Permits with specified routes will be reanalyzed every 7 days. See Chapter 5 for reanalysis procedures.

The annual permit fee is \$500 plus \$100 per mile. No refund may be granted on the issuance fee for an annual permit. Annual permits that are reanalyzed periodically and are revoked due to the reanalysis are not entitled to a refund or credit.

50C - COURSE OF MANUFACTURE - FLAT ROLLED STEEL COILS OR SLABS

Overweight Combination ANNUAL

The Vehicle Code (Sections 4968(a)(3), 4962 (f) & (f1) and 1943(c)(2)) authorizes an annual permit to be issued for the movement of flat rolled steel coils or steel slabs on specified non-Interstate highways, while in the course of manufacture and under contract with or under the direct control of the manufacturer, consistent with the following:

1. No Interstates (i.e., overweight divisible load).
2. The Gross Weight may not exceed 100,000 pounds.
3. No axle weight may exceed 21,000 pounds. The minimum Network axle spacings do not apply to this Load Type, which authorizes specific routes only.
4. The total distance may not exceed 50 miles.
5. Movement under this permit is authorized 24 hours a day, seven days a week except during holidays and inclement weather. Must travel at prevailing speeds.
6. Specific routes only.
7. No oversize authorized.
8. Various "like" trailers allowed. A separate permit is required for each trailer axle configuration (e.g., 3/2 vs. 3/3).
9. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Enter "Various" in the semitrailer Registration/VIN field.
- ✓ Enter "N/A" in the semitrailer State field.

Issued annual overweight Permits with specified routes will be reanalyzed every 7 days. See Chapter 5 for reanalysis procedures.

The annual permit fee is \$400. No refund may be granted on the issuance fee for an annual permit. Annual permits that are reanalyzed periodically and are revoked due to the reanalyzation are not entitled to a refund or credit.

50D - COURSE OF MANUFACTURE - ROAD TESTED CRANE
Overweight SME (DRIVEN)
ANNUAL

The Vehicle Code (Sections 4968(a)(3.4) and 1943(c)(2)) authorizes an annual permit to be issued for the movement on specified highways of a self-propelled crane which is being road tested, while in the course of manufacture and under contract with or under the direct control of the manufacturer, consistent with the following:

1. Gross Weight may not exceed 150,000 pounds.
2. No axle weight may exceed 27,000 pounds.
3. The total distance may not exceed 15 miles one way (30 mile round trip).
4. Specific routes only.
5. No oversize authorized.
6. Various "like" cranes allowed. Separate permit required for each make and model.
7. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Enter "0" for the legal weight.
- ✓ Leave Load Serial ID blank.
- ✓ Leave the Registration/VIN Number and State field blank.

During manual review, also modify Permit Restriction Code(s):5091 - serial numbers not known at time of issuance.

Issued annual overweight Permits with specified routes will be reanalyzed every 7 days. See Chapter 5 for reanalysis procedures.

The annual permit fee if gross weight is less than 100,001 pounds is \$50 if ≤ 1 mile or \$400 if > 1 mile per year. If the gross weight exceeds 100,001 pounds, the fee is \$500 per year plus \$100 per mile. No refund may be granted on the issuance fee for an annual permit or the per-mile fee of a used permit. Annual permits that are reanalyzed periodically and are revoked due to the reanalyzation are not entitled to a refund or credit.

50E - COURSE OF MANUFACTURE - RAW COAL

Overweight Combination

ANNUAL

The Vehicle Code (Sections 4968(a)(3.5), 4962(f) & (f1) and 1943(c)(2)) authorizes an annual permit to be issued for the movement on specified non-Interstate highways of raw coal from a mine to a processing or preparation facility, while in the course of manufacture and under contract with or under the direct control of the manufacturer, consistent with the following:

1. No Interstates (i.e., overweight divisible load).
2. The Gross Weight may not exceed 95,000 pounds.
3. No axle weight may exceed 21,000 pounds. The minimum Network axle spacings do not apply to this Load Type, which authorizes specific routes only.
4. The total distance may not exceed 30 miles.
5. Movement under this permit 24 hours a day, seven days a week except during holidays and inclement weather. Must travel at prevailing speeds.
6. Specific routes only.
7. No oversize authorized.
8. Various "like" trailers allowed. A separate permit is required for each trailer axle configuration (e.g., 3/2 vs. 3/3).
9. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Leave Load Serial ID blank.
- ✓ Enter "Various" in the semitrailer Registration/VIN field.
- ✓ Enter "N/A" in the semitrailer State field.

Issued annual overweight Permits with specified routes will be reanalyzed every 7 days. See Chapter 5 for reanalysis procedures.

The annual permit fee is \$400. No refund may be granted on the issuance fee for an annual permit. Annual permits that are reanalyzed periodically and are revoked due to the reanalyzation are not entitled to a refund or credit.

50F - COURSE OF MANUFACTURE – RAW MILK/RAW COAL (\leq One Mile)
Overweight Combination
ANNUAL

The Vehicle Code (Sections 4968(a)(3.1), 4962(f) & (f1) and (a)(3.5), and 1943(c)(2)) authorizes an annual permit to be issued for the movement on specified non-Interstate highways - **up to one mile** - of raw milk to or from a manufacturer or raw coal from a mine to a processing or preparation facility, while in the course of manufacture and under contract with or under the direct control of the manufacturer, consistent with the following:

1. No Interstates (i.e., overweight divisible load).
2. The Gross Weight may not exceed 95,000 pounds.
3. No axle weight may exceed 21,000 pounds. The minimum Network axle spacings do not apply to this Load Type, which authorizes specific routes only.
4. The total distance may not exceed 1 mile.
5. Movement under this permit is authorized 24 hours a day, seven days a week except during inclement weather. Must travel at prevailing speeds.
6. Specific routes only.
7. No oversize authorized.
8. Various "like" trailers allowed. A separate permit is required for each trailer axle configuration (e.g., 3/2 vs. 3/3).
9. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Leave Load Serial ID blank.
- ✓ Enter "Various" in the semitrailer Registration/VIN field.
- ✓ Enter "N/A" in the semitrailer State field.

Issued annual overweight Permits with specified routes will be reanalyzed every 7 days. See Chapter 5 for reanalysis procedures.

The annual permit fee is \$50. No refund may be granted on the issuance fee for an annual permit. Annual permits that are reanalyzed periodically and are revoked due to the reanalyzation are not entitled to a refund or credit.

50G - COURSE OF MANUFACTURE - RAW WATER
6-Axle Overweight Combination
ANNUAL

The Vehicle Code (Sections 4968(a)(3.6), 4962(f) & (f1) and 1943(c)(2)) authorizes an annual permit to be issued for the movement on specified non-Interstate highways of raw water from a spring to a bottling facility, while in the course of manufacture and under contract with or under the direct control of the manufacturer, consistent with the following:

1. No Interstates (i.e., overweight divisible load).
2. Specific routes only.
3. No oversize authorized
4. The Gross Weight may not exceed 96,900 pounds.
5. Must be a 6-axle combination using a 3-axle truck tractor.
6. Steering axle may not exceed 11,000 pounds.
7. Tractor Tandem Group may not exceed 38,000 pounds or 19,500 pounds per axle.
8. Semi-trailer Tridem Group may not exceed 47,700 pounds or 16,400 pounds per axle.
9. Minimum spacing between axles one and two shall be 12 feet 11 inches. The center-to-center distance between the last drive axle of the truck tractor (axle 3) and the first axle of the semi-trailer (axle 4) must be a minimum of 26 feet 7 inches. Minimum spacing between tandem and tridem axles shall be 4 feet 1 inch.
10. Movement under this permit 24 hours a day, seven days a week except during holidays and inclement weather. Must travel at prevailing speeds.
11. Various "like" trailers allowed. Separate permit required if axle spacings less than specified on application; however, axle spacings may not be less than specified in law).
12. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Leave Load Serial ID blank.
- ✓ Enter "Various" in the semitrailer Registration/VIN field.
- ✓ Enter "N/A" in the semitrailer State field.

Issued annual overweight Permits with specified routes will be reanalyzed every 7 days. See Chapter 5 for reanalysis procedures.

The annual permit fee is \$400. No refund may be granted on the issuance fee for an annual permit. Annual permits that are reanalyzed periodically and are revoked due to the reanalyzation are not entitled to a refund or credit.

50H - COURSE OF MANUFACTURE - PULPWOOD/CHIPS
5-Axle Overweight Combination
ANNUAL

The Vehicle Code (Sections 4968(a)(3.7)(i), 4962(f) & (f1) and 1943(c)(2)) authorizes an annual permit to be issued for the movement on specified non-Interstate highways of pulpwood or wood chips from a specified source to a paper manufacturing site, while in the course of manufacture and under contract with or under the direct control of the manufacturer, consistent with the following:

1. No Interstates (i.e., overweight divisible load).
2. Specific routes only.
3. No oversize authorized
4. Gross Weight may not exceed 95,000 pounds.
5. Maximum steering axle may not exceed 11,000 pounds.
6. Maximum Tandem Group may not exceed 42,000 pounds or 21,000 pounds per axle.
7. Minimum spacing between axle one and axle two shall be 12 feet 6 inches. The center-to-center distance between the last drive axle of the truck tractor (axle 3) and the first axle of the semi-trailer (axle 4) must be a minimum of 28 feet. Minimum spacing between tandem and tridem axles shall be 4 feet.
8. Movement under this permit is authorized 24 hours a day, seven days a week except during holidays and inclement weather. Must travel at prevailing speeds.
9. Various "like" trailers allowed. Separate permit required if axle spacings less than specified on application; however, axle spacings may not be less than specified in law).
10. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Leave Load Serial ID blank.
- ✓ Enter "Various" in the semi-trailer Registration/VIN field.
- ✓ Enter "N/A" in the semi-trailer State field.

Issued annual overweight Permits with specified routes will be reanalyzed every 7 days. See Chapter 5 for reanalysis procedures.

The annual permit fee is \$400. No refund may be granted on the issuance fee for an annual permit. Annual permits that are reanalyzed periodically and are revoked due to the reanalyzation are not entitled to a refund or credit.

50J - COURSE OF MANUFACTURE - PULPWOOD/CHIPS
6-Axle Overweight Combination
ANNUAL

The Vehicle Code (Sections 4968(a)(3.7)(ii), 4962(f) & (f1) and 1943(c)(2)) authorizes an annual permit to be issued for the movement on specified non-Interstate highways of pulpwood or wood chips from a specified source to a paper manufacturing site, while in the course of manufacture and under contract with or under the direct control of the manufacturer, consistent with the following:

1. No Interstates (i.e., overweight divisible load).
2. Specific routes only.
3. No oversize authorized
4. Gross Weight may not exceed 107,000 pounds.
5. Maximum steering axle may not exceed 12,000 pounds.
6. Maximum Tandem Group may not exceed 42,000 pounds or 21,000 pounds per axle.
7. Maximum Tridem Group may not exceed 53,000 pounds or 17,670 pounds per axle.
8. Minimum spacing between axle one and two shall be 12 feet 6 inches. The center-to-center distance between the last drive axle of the truck tractor (axle 3) and the first axle of the semi-trailer (axle 4) must be a minimum of 45 feet. Minimum spacing between tandem and tridem axles shall be 4 feet.
9. Movement under this permit authorized 24 hours a day, seven days a week except during holidays and inclement weather. Must travel at prevailing speeds.
10. Various "like" trailers allowed (separate permit required if axle spacings less than specified on application; however, axle spacings may not be less than specified in law).
11. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Leave Load Serial ID blank.
- ✓ Enter "Various" in the semi-trailer Registration/VIN field.
- ✓ Enter "N/A" in the semi-trailer State field.

Issued annual overweight Permits with specified routes will be reanalyzed every 7 days. See Chapter 5 for reanalysis procedures.

The annual permit fee is \$400 per year if the gross weight is less than 100,001 pounds. If the gross weight exceeds 100,000 pounds, the fee is \$500 per year plus \$100 per mile. No refund may be granted on the issuance fee for an annual permit or the per-mile fee of a used permit. Annual permits that are reanalyzed periodically and are revoked due to the reanalyzation are not entitled to a refund or credit.

51A - COURSE OF MANUFACTURE (≤ 8' 6" Wide)Oversize Unloaded Combination

ANNUAL

The Vehicle Code (Sections 4968(a)(2)(i), 4904(h), 4962 (f) & (f1), and 1943(c)(1)) authorizes an annual permit to be issued for the movement on specified highways of unloaded 102" wide trailers, while in the course of manufacture and under contract with or under the direct control of the manufacturer, consistent with the following:

1. Maximum Gross may not exceed 80,000 pounds.
2. Total width may not exceed 8 feet 6 inches.
3. Specific routes only.
4. Various "like" trailers allowed. A separate permit is required for each trailer axle configuration (e.g., 3/2 vs. 3/3).
5. Movement under this permits is authorized 24 hours a day, seven days a week except holidays and inclement weather. Must travel at prevailing speeds.
6. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Leave Load Serial ID blank.
- ✓ Enter "Various" in the semi-trailer Registration/VIN field.
- ✓ Enter "N/A" in the semi-trailer State field.

The annual permit fee \$100. No refund may be granted on the issuance fee for an annual permit.

51B - COURSE OF MANUFACTURE (\leq 12' Wide)
Oversize Single Truck or Combination
ANNUAL

The Vehicle Code (Sections 4968(a)(2)(iii) and 1943(c)(1)) authorizes an annual permit to be issued for movement on specified non-Freeway highways of a combination or single truck transporting articles, while in the course of manufacture and under contract with or under the direct control of the manufacturer, consistent with the following:

1. Maximum Gross may not exceed 80,000 pounds.
2. No freeways if greater than 8 feet 6 inches wide.
3. Total width may not exceed 12 feet.
4. Total distance may not exceed 50 miles.
5. Specific routes only.
6. Various "like" trailers allowed. A separate permit is required for each truck axle configuration (e.g., 3/0 vs. 4/0) or trailer axle configuration (e.g., 3/2 vs. 3/3).
7. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Leave Load Serial ID blank.
- ✓ Enter "Various" in the semi-trailer Registration/VIN field.
- ✓ Enter "N/A" in the semi-trailer State field.

The annual permit fee \$100. No refund may be granted on the issuance fee for an annual permit.

51C - COURSE OF MANUFACTURE (> 12' Wide)
Oversize Single Truck or Combination
ANNUAL

The Vehicle Code (Sections 4968(a)(2)(iv) and 1943(c)(1)) authorizes an annual permit to be issued for the movement on specified non-Freeway highways of a single truck or combination transporting articles, while in the course of manufacture and under contract with or under the direct control of the manufacturer, consistent with the following:

1. Maximum Gross Weight may not exceed 80,000 pounds.
2. No freeways.
3. Total distance may not exceed 10 miles.
4. Specific routes only.
5. Total width may not exceed 16-foot super load threshold.
6. Various "like" trailers allowed. A separate permit is required for each truck axle configuration (e.g., 3/0 vs. 4/0) or trailer axle configuration (e.g., 3/2 vs. 3/3).
7. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Leave Load Serial ID blank.
- ✓ Enter "Various" in the semi-trailer Registration/VIN field.
- ✓ Enter "N/A" in the semi-trailer State field.

The annual permit fee \$100. No refund may be granted on the issuance fee for an annual permit.

51D - COURSE OF MANUFACTURE – BASIC OXYGEN FURNACE LANCES (BOF)

Overlength Combination ANNUAL

The Vehicle Code (Sections 4968(a)(3.3), 4962(f) & (f1) and 1943(c)(1)) authorizes an annual permit to be issued for the movement on specified highways of an overlength combination transporting Basic Oxygen Furnace lances, while in the course of manufacture and under contract with or under the direct control of the manufacturer, consistent with the following:

1. Maximum Gross may not exceed 80,000 pounds.
2. Total maximum length may not exceed 90 feet.
3. No overwidth or overheight.
4. Movement under this permit authorized 24 hours a day, seven days a week except during holidays and inclement weather. Must travel at prevailing speeds.
5. Specific routes only.
6. Various "like" trailers allowed. A separate permit is required for each trailer axle configuration (e.g., 3/2 vs. 3/3).
7. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Leave Load Serial ID blank.
- ✓ Enter "Various" in the semi-trailer Registration/VIN field.
- ✓ Enter "N/A" in the semi-trailer State field.

The annual permit fee \$1000. No refund may be granted on the issuance fee for an annual permit.

51E - COURSE OF MANUFACTURE (\leq 9' Wide)
Oversize Single Truck or Combination
ANNUAL

The Vehicle Code (Sections 4968(a)(2)(ii) and 1943(c)(1)) authorizes an annual permit to be issued for the movement on specified non-Freeway highways of an oversize single truck or combination transporting articles, while in the course of manufacture and under contract with or under the direct control of the manufacturer, consistent with the following:

1. Maximum Gross may not exceed 80,000 pounds.
2. No freeways if width exceeds 8' 6".
3. Maximum width is 9'.
4. Maximum of 7 miles (one way); 14 miles (round trip).
5. Movement under this permit authorized 24 hours a day, seven days a week (no restrictions).
6. Specific routes only.
7. Various "like" trailers allowed. A separate permit is required for each truck axle configuration (e.g., 3/0 vs. 4/0) or trailer axle configuration (e.g., 3/2 vs. 3/3).
8. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Leave Load Serial ID blank.
- ✓ Enter "Various" in the semi-trailer Registration/VIN field.
- ✓ Enter "N/A" in the semi-trailer State field.

The annual permit fee \$1000. No refund may be granted on the issuance fee for an annual permit.

52A - HIGHWAY CROSSING - SME
Oversize/Overweight SME (Unloaded)
ANNUAL

The Vehicle Code (Sections 4965(1), 1302(4), and 1943(d)) authorizes an annual permit to be issued for the movement of oversize/overweight SME (Special Mobile Equipment) across a non-Freeway highway at a specified State Route location, consistent with the following:

1. The SME is unloaded and self-propelled.
2. A Highway Occupancy Permit has been issued for both driveways allowing egress and ingress at the crossing location (before the first crossing permit is issued at a new location). Regulation 441.8(h) discusses access sight distance requirements.
3. No movement across a freeway.
4. An Accompany Bond (Form M-937C) or Letter of Credit (Form M-937LC) must be provided if any axle weighs more than 27,000 pounds or if the SME does not have pneumatic tires. Inspection of the State Route, Segment and Offset shall be performed (preferably by a HOP Inspector or a Posted/Bonded Road Coordinator) prior to issuance or re-issuance of an annual road-crossing permit requiring security (i.e., a bond or Irrevocable Letter of Credit). At the discretion of the District Permit Office, periodic inspection(s) shall be conducted during the period the crossing permit is valid. Before the first crossing permit is issued at a new location or when a crossing permit is renewed and/or expired, the permit office shall request an inspection to be performed (preferably by a HOP Inspector or a Posted/Bonded Road Coordinator) to determine both the pre-existing condition of the highway and whether any highway damage has occurred during the period the permit is valid. Documentation shall include "before and after" digital images or other photodocumentation of the inspected highway section. If the inspection uncovers any highway damage, corrective measures must be initiated by the permittee to restore the highway to at least its pre-existing condition before issuing additional permits at this location.
5. The State Route and Segment and Offset must be identical on Form M-936A and any security document.
6. Regulation 179.10(7)(iv) authorizes continuous movement across a State highway if the District Traffic Engineer approves the applicant's proposed days and hours of operation and its traffic control plan.
7. Signing or flagger(s) or both may be required as a permit condition, consistent with Regulation 203.122.
8. The permit shall authorize movement only across the highway; any movement along the highway is prohibited.
9. Form M-936AS is not required for highway crossings, since no bridge will be crossed.
10. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Have the applicant execute an Accompanying Bond (Form M-937C) or Letter of Credit (Form M-937LC) as security for each crossing location if any permitted vehicle's axle weight exceeds 27,000 pounds. The amount of security shall be at least \$25,000 or in such amount in excess thereof as is necessary to reflect the cost of restoring that section of highway being used, if there is an uncorrected highway failure (see Chapter 4).

Special Instructions when entering this Load Type:

- ✓ Enter "0" for the legal weight.
- ✓ Enter "0" for the load quantity.
- ✓ Enter Load Serial Number in Registration/VIN Number field.
- ✓ Enter N/A in the State field.
- ✓ Complete only the County Origin in the Routing section for this crossing permit.

During manual review, also modify Permit Restriction Code(s): 2220 and - if any axle exceeds 27,000 pounds - 5264.

The annual permit fee is \$300. No refund may be granted on the issuance fee for an annual permit.

52B - HIGHWAY CROSSING - SME

Legal size/weight SME

ANNUAL

The Vehicle Code (Sections 4965(2) and 1943(d)) authorizes an annual permit to be issued for the movement of a legal size/weight SME (Special Mobile Equipment) across a non-Freeway highway between commercial or industrial facilities under the same operation, at a specified State Route location, consistent with the following:

1. The SME is unloaded and self-propelled.
2. Maximum permitted Gross Weight is 73,280 pounds.
3. A Highway Occupancy Permit has been issued for both driveways allowing egress and ingress at the crossing location (before the first crossing permit is issued at a new location). Regulation 441.8(h) discusses access sight distance requirements.
4. No movement across a freeway.
5. Regulation 179.10(7)(iv) authorizes continuous movement across a State highway if the District Traffic Engineer approves the applicant's proposed days and hours of operation and its traffic control plan.
6. Signing or flagger(s) or both may be required as a permit condition, consistent with Regulation 203.122.
7. The permit shall authorize movement only across the highway; any movement along the highway is prohibited.
8. Form M-936AS is not required for highway crossings, since no bridge will be crossed.
9. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special Instructions when entering this Load Type:

- ✓ Enter "0" for the legal weight.
- ✓ Enter "0" for the load quantity.
- ✓ Enter Load Serial Number in Registration/VIN Number field.
- ✓ Enter N/A in the State field.
- ✓ Complete only the County Origin in the Routing section for this crossing permit.

During manual review, also modify Permit Restriction Code(s): 2220.

The annual permit fee is \$300. No refund may be granted on the issuance fee for an annual permit.

52C - HIGHWAY CROSSING (Legal - 2 or more trailers)

Combination

ANNUAL

The Vehicle Code (Sections 4965(2), 4904(g) and 1943(d)) authorizes an annual permit to be issued for the movement of a legal size/weight combination (with 2 or more trailers) transporting articles across a non-Freeway highway between commercial or industrial facilities under the same operation, at a specified State Route location, consistent with the following:

1. Maximum permitted Gross Weight is 80,000 pounds.
2. A Highway Occupancy Permit has been issued for both driveways allowing egress and ingress at the crossing location (before the first crossing permit is issued at a new location). Regulation 441.8(h) discusses access sight distance requirements.
3. No movement across a freeway.
4. Regulation 179.10(7)(iv) authorizes continuous movement across a State highway if the District Traffic Engineer approves the applicant's proposed days and hours of operation and its traffic control plan.
5. Signing or flagger(s) or both may be required as a permit condition, consistent with Regulation 203.122.
6. The permit shall authorize movement only across the highway; any movement along the highway is prohibited.
7. Form M-936AS is not required for highway crossings, since no bridge will be crossed.
8. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special Instructions when entering this Load Type:

- ✓ Enter "Various" in the semi-trailer Registration/VIN field.
- ✓ Enter N/A in the State field.
- ✓ Complete only the County Origin in the Routing section for this crossing permit.

During manual review, also modify Permit Restriction Code(s): 2220.

The annual permit fee is \$300. No refund may be granted on the issuance fee for an annual permit.

52D - HIGHWAY CROSSING (Oversize/Overweight Truck)

Single Truck

ANNUAL

The Vehicle Code (Sections 4965(1), 1302(4), and 1943(d)) authorizes an annual permit to be issued for the movement of an oversize/overweight truck across a non-Freeway highway at a specified State Route location, consistent with the following:

1. A Highway Occupancy Permit has been issued for both driveways allowing egress and ingress at the crossing location (before the first crossing permit is issued at a new location). Regulation 441.8(h) discusses access sight distance requirements.
2. No movement across a freeway.
3. An Accompany Bond (Form M-937C) or Letter of Credit (Form M-937LC) must be provided if any axle weighs more than 27,000 pounds or if the SME does not have pneumatic tires.
4. Inspection of the State Route, Segment and Offset shall be performed (preferably by a HOP Inspector or a Posted/Bonded Road Coordinator) prior to issuance or re-issuance of an annual road-crossing permit requiring security (i.e., a bond or Irrevocable Letter of Credit).
5. At the discretion of the District Permit Office, periodic inspection(s) shall be conducted during the period the crossing permit is valid. Before the first crossing permit is issued at a new location or when a crossing permit is renewed and/or expired, the permit office shall request an inspection to be performed (preferably by a HOP Inspector or a Posted/Bonded Road Coordinator) to determine both the pre-existing condition of the highway and whether any highway damage has occurred during the period the permit is valid. Documentation shall include "before and after" digital images or other photodocumentation of the inspected highway section. If the inspection uncovers any highway damage, corrective measures must be initiated by the permittee to restore the highway to at least its pre-existing condition before issuing additional permits at this location.
6. The State Route and Segment and Offset must be identical on Form M-936A and any security document.
7. Regulation 179.10(7)(iv) authorizes continuous movement across a State highway if the District Traffic Engineer approves the applicant's proposed days and hours of operation and its traffic control plan.
8. Signing or flagger(s) or both may be required as a permit condition, consistent with Regulation 203.122.
9. The permit shall authorize movement only across the highway; any movement along the highway is prohibited.
10. Form M-936AS is not required for highway crossings, since no bridge will be crossed.
11. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Have the applicant execute an Accompanying Bond (Form M-937C) or Letter of Credit (Form M-937LC) as security for each crossing location if any permitted vehicle's axle weight exceeds 27,000 pounds. The amount of security shall be at least \$25,000 or in such amount in excess thereof as is necessary to reflect the cost of restoring that section of highway being used, if there is an uncorrected highway failure (see Chapter 4).

Special Instructions when entering this Load Type:

- ✓ Enter "0" for the legal weight.
- ✓ Complete only the County Origin in the Routing section for this crossing permit.

During manual review, also modify Permit Restriction Code(s): 2220 and - if any axle exceeds 27,000 pounds - 5264.

The annual permit fee is \$300. No refund may be granted on the issuance fee for an annual permit.

52E - HIGHWAY CROSSING - Oversize/Overweight Combination
Oversize/Overweight Combination
ANNUAL

The Vehicle Code (Sections 4965, 1302(4), and 1943(d)) authorizes an annual permit to be issued for the movement of an oversize/overweight combination across a non-Freeway highway at a specified State Route location, consistent with the following:

1. A Highway Occupancy Permit has been issued for both driveways allowing egress and ingress at the crossing location (before the first crossing permit is issued at a new location). Regulation 441.8(h) discusses access sight distance requirements.
2. No movement across a freeway.
3. An Accompany Bond (Form M-937C) or Letter of Credit (Form M-937 LC) must be provided if any axle weighs more than 27,000 pounds or if the SME does not have pneumatic tires.
4. Inspection of the State Route, Segment and Offset shall be performed (preferably by a HOP Inspector or a Posted/Bonded Road Coordinator) prior to issuance or re-issuance of an annual road-crossing permit requiring security (i.e., a bond or Irrevocable Letter of Credit).
5. At the discretion of the District Permit Office, periodic inspection(s) shall be conducted during the period the crossing permit is valid. Before the first crossing permit is issued at a new location or when a crossing permit is renewed and/or expired, the permit office shall request an inspection to be performed (preferably by a HOP Inspector or a Posted/Bonded Road Coordinator) to determine both the pre-existing condition of the highway and whether any highway damage has occurred during the period the permit is valid. Documentation shall include “before and after” digital images or other photodocumentation of the inspected highway section. If the inspection uncovers any highway damage, corrective measures must be initiated by the permittee to restore the highway to at least its pre-existing condition before issuing additional permits at this location.
6. The State Route and Segment and Offset must be identical on Form M-936A and any security document.
7. Regulation 179.10(7)(iv) authorizes continuous movement across a State highway if the District Traffic Engineer approves the applicant’s proposed days and hours of operation and its traffic control plan.
8. Signing or flagger(s) or both may be required as a permit condition, consistent with Regulation 203.122.
9. The permit shall authorize movement only across the highway; any movement along the highway is prohibited.
10. Form M-936AS is not required for highway crossings, since no bridge will be crossed.
11. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Have the applicant execute an Accompanying Bond (Form M-937C) or Letter of Credit (Form M-937LC) as security for each crossing location if any permitted vehicle’s axle weight exceeds 27,000 pounds. The amount of security shall be at least \$25,000 or in such amount in excess thereof as is necessary to reflect the cost of restoring that section of highway being used, if there is an uncorrected highway failure (see Chapter 4).

Special Instructions when entering this Load Type:

- ✓ Enter "Various" in the semi-trailer Registration/VIN field.
- ✓ Enter "N/A" in the semi-trailer State field.
- ✓ Complete only the County Origin in the Routing section for this crossing permit.

During manual review, also modify Permit Restriction Code(s): 2220 and - if any axle exceeds 27,000 pounds - 5264, and 5274.

The annual permit fee is \$300. No refund may be granted on the issuance fee for an annual permit.

53 – “TRACKED” VEHICLE CROSSING

SME (Unloaded)

(a.k.a. Dragline Crossing)

SINGLE-TRIP

The Vehicle Code (Sections 4961(a)(1) and 1942(a)(3)) authorizes a single-trip permit to be issued authorizing oversize/overweight movement. This Load Type is designated for movement of a tracked SME (Special Mobile Equipment) across a non-Freeway highway at a specified State Route location, consistent with the following:

1. The SME is unloaded.
2. The permit shall authorize movement only across the highway; any movement along the highway is prohibited.
3. No movement across a freeway.
4. The permittee must protect the pavement with suitable material, such as fine soil or sand, in a thickness determined by the District Pavement Unit. The amount of suitable protective material required to minimize pavement deflections depends on several factors including vehicle weight, thickness and types of existing pavement and shoulder, pavement temperature, moisture content of base and pavement and age of the roadway surface. The placement of adequate protective material should eliminate the need for execution of security.
5. A traffic control plan (TCP) has been submitted and approved by the District Traffic Engineer, identifying how traffic will be accommodated (see Regulation 179.8(5)(vi)).
 - a. Signing or flagger(s) or both may be required as a permit condition, consistent with Regulation 203.122.
 - b. Regulation 179.10(7)(iv) authorizes movement across a State highway during times normally prohibited if the District Traffic Engineer approves the applicant's proposed days and hours of operation and its traffic control plan.
 - c. If required by the traffic control plan (TCP), the permittee must arrange for local uniformed police to control traffic. If local police are unavailable, refer to Chapter 4, relating to State escort coordination.
6. The District Bridge Engineer must also review the application if the pre-trip inspection reveals that the highway crossing involves a culvert.
7. The crossing operation needs to be monitored by District or County personnel to ensure permit conditions are followed, including pavement protection and prompt restoration of the site.
8. The permittee must notify local emergency organizations (e.g., fire, ambulances) that the move will restrict normal highway traffic.

Special Instructions when entering this Load Type:

- ✓ Enter "0" for the legal weight.
- ✓ Enter "0" for the load quantity.
- ✓ Enter Load Serial Number in Registration/VIN Number field.
- ✓ Enter N/A in the State field.
- ✓ Complete only the County Origin in the Routing section for this crossing permit.

During manual review, also modify Permit Restriction Code(s): 2220. Also consider adding the following Restriction Codes, if applicable:

- 3992 (Traffic Control Plan)
- 6010 (local police)
- 6428 (State escort)

The normal single-trip permit issuance and ton-mile fees will be charged.

54A - QUARRY EQUIPMENT - Across Highway SME (UNLOADED) ANNUAL

The Vehicle Code (Sections 4966, 1302(4), and (1943(a)) authorizes an annual permit to be issued for the movement of a piece of oversize or overweight quarry equipment or machinery across a non-Freeway highway, from one part of a quarry or quarries to another under single ownership or operation, consistent with the following:

1. The SME is unloaded and self-propelled.
2. A Highway Occupancy Permit has been issued for both driveways allowing egress and ingress at the crossing location (before the first crossing permit is issued at a new location). Regulation 441.8(h) discusses access sight distance requirements.
3. No movement across a freeway.
4. An Accompany Bond (Form M-937C) or Letter of Credit (Form M-937LC) must be provided if any axle weighs more than 27,000 pounds or if the SME does not have pneumatic tires.
5. Inspection of the State Route, Segment and Offset shall be performed (preferably by a HOP Inspector or a Posted/Bonded Road Coordinator) prior to issuance or re-issuance of an annual road-crossing permit requiring security (i.e., a bond or Irrevocable Letter of Credit).
6. At the discretion of the District Permit Office, periodic inspection(s) shall be conducted during the period the crossing permit is valid. Before the first crossing permit is issued at a new location or when a crossing permit is renewed and/or expired, the permit office shall request an inspection to be performed (preferably by a HOP Inspector or a Posted/Bonded Road Coordinator) to determine both the pre-existing condition of the highway and whether any highway damage has occurred during the period the permit is valid. Documentation shall include "before and after" digital images or other photodocumentation of the inspected highway section. If the inspection uncovers any highway damage, corrective measures must be initiated by the permittee to restore the highway to at least its pre-existing condition before issuing additional permits at this location.
7. The State Route and Segment and Offset must be identical on Form M-936A and any security document.
8. Regulation 179.10(7)(iv) authorizes continuous movement across a State highway if the District Traffic Engineer approves the applicant's proposed days and hours of operation and its traffic control plan.
9. Signing or flagger(s) or both may be required as a permit condition, consistent with Regulation 203.122.
10. The permit shall authorize movement only across the highway; any movement along the highway is prohibited.
11. Form M-936AS is not required for highway crossings, since no bridge will be crossed.
12. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Have the applicant execute an Accompanying Bond (Form M-937C) or Letter of Credit (Form M-937LC) as security for each crossing location if any permitted vehicle's axle weight exceeds 27,000 pounds. The amount of security shall be at least \$25,000 or in such amount

in excess thereof as is necessary to reflect the cost of restoring that section of highway being used, if there is an uncorrected highway failure (see Chapter 4).

Special instructions when entering this Load Type:

- ✓ Enter "0" as the load quantity.
- ✓ Leave the Load Serial ID blank.
- ✓ Complete only the County Origin in the Routing section for this crossing permit.

During manual review, also modify Permit Restriction Code(s): 2220 and - if any axle exceeds 27,000 pounds - 5264.

The annual permit fee for each SME is \$500. No refund may be granted on the issuance fee for an annual permit.

54B - QUARRY EQUIPMENT - Along Highway SME (UNLOADED) ANNUAL

The Vehicle Code (Sections 4966, 1302(4), and (1943(a)) authorizes an annual permit to be issued for the movement of a piece of oversize or overweight quarry equipment or machinery along (up to one mile one-way; two miles round-trip) a non-Freeway highway, from one part of a quarry or quarries to another under single ownership or operation, by the most direct route, consistent with the following:

1. The SME is unloaded and self-propelled (note: tracked vehicles are not authorized to travel along a State highway under a special hauling permit).
2. The permit may authorize movement only along the State highway, other than a freeway, up to one mile one way; 2 miles round trip.
3. An Accompany Bond (Form M-937C) or Letter of Credit (Form M-937LC) must be provided if any axle weighs more than 27,000 pounds or if the SME does not have pneumatic tires.
4. Inspection of the State Route, Segment and Offset shall be performed (preferably by a HOP Inspector or a Posted/Bonded Road Coordinator) prior to issuance or re-issuance of an annual road-crossing permit requiring security (i.e., a bond or Irrevocable Letter of Credit).
5. At the discretion of the District Permit Office, periodic inspection(s) shall be conducted during the period the crossing permit is valid. Before the first crossing permit is issued at a new location or when a crossing permit is renewed and/or expired, the permit office shall request an inspection to be performed (preferably by a HOP Inspector or a Posted/Bonded Road Coordinator) to determine both the pre-existing condition of the highway and whether any highway damage has occurred during the period the permit is valid. Documentation shall include "before and after" digital images or other photodocumentation of the inspected highway section. If the inspection uncovers any highway damage, corrective measures must be initiated by the permittee to restore the highway to at least its pre-existing condition before issuing additional permits at this location.
6. The permitted section of State Route must be identical on Form M-936A and any security document.
7. Signing or flagger(s) or both may be required as a permit condition, consistent with Regulation 203.122.
8. The Bridge Engineer must review form M-936AS when any axle weight exceeds 27,000 pounds.
9. Request a POI (Point of Interest) be added in the RMS (Roadway Management System) database for the Trip Origin and Trip Destination.
10. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Have the applicant execute an Accompanying Bond (Form M-937C) or Letter of Credit (Form M-937LC) as security for each crossing location if any permitted vehicle's axle weight exceeds 27,000 pounds. The amount of security shall be at least \$50,000 or in such amount in excess thereof as is necessary to reflect the cost of restoring that section of highway being used, if there is an uncorrected highway failure (see Chapter 4).

Special instructions when entering this Load Type:

- ✓ Enter "0" as the load quantity.
- ✓ Leave the Load Serial ID blank.

During manual review, also modify Permit Restriction Code(s): 5264 - if any axle exceeds 27,000 pounds.

Issued annual overweight Permits with specified routes will be reanalyzed every 15 days. See Chapter 5 for reanalysis procedures.

The annual permit fee for each SME is \$500. No refund may be granted on the issuance fee for an annual permit. Annual permits that are reanalyzed periodically and are revoked due to the reanalyzation are not entitled to a refund or credit.

55 - UTILITY CONSTRUCTION EQUIPMENT SME (UNLOADED) SEASONAL

The Vehicle Code (Sections 4970(a), 1302(4), and 1943(k)), authorizes a seasonal permit (from one to 12 months) to be issued to a public utility or its contractor or subcontractors for the movement of unloaded oversize/overweight construction equipment on specified highways, consistent with the following:

1. The SME is unloaded and self-propelled. Only utility construction equipment (e.g., vehicles) may be operated under this permit Load Type. Utility construction equipment and materials cannot be hailed under this permit Load Type. Further, Section 4525(b) of the Vehicle Code does not authorize tracked equipment to operate along the pavement under Vehicle Code authority.
2. Movement is limited to only (a) across or upon highways "immediately adjacent" to the construction site, and (b) between the construction site and the "base of operations" of the utility company, contractor or subcontractor.
3. Regulation 179.1 defines "base of operations" as a temporary location at or near the job-site (e.g., within a 5-mile radius) used for the storage of equipment and materials for the job.
4. The applicant must apply for a separate permit if additional State Routes are to be traveled.
5. Be sure the permit identifies the largest dimensions and weights to be authorized under the permit. Both the application and permit requirements under Regulation 179 must be followed (for example, Form M-936AS may be required). All authorized equipment and serial numbers must be listed in the permit.
6. Verify that the applicant is a public utility, a municipal utility, a municipal authority utility, or the (sub) contractor of a utility (i.e., a person who may obtain or work under the authority of a Highway Occupancy Permit under Chapter 459 may apply for this type of permit).
7. Seasonal permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Enter "0" for the load quantity.
- ✓ Leave the Load Serial ID blank.
- ✓ Enter total months under Application Tab.

During manual review, also modify Permit Restriction Code(s): 5558.

Issued seasonal overweight Permits with specified routes will be reanalyzed every 30 days. See Chapter 5 for reanalysis procedures.

The seasonal permit fee is \$100 per month (not exceeding 12 months). No refund may be granted on the issuance fee for a seasonal permit. Seasonal permits that are reanalyzed periodically and are revoked due to the reanalysis are not entitled to a refund or credit.

56 A – E - CONTAINERIZED CARGO (Network)

Overweight Combination

ANNUAL

56A	(1 to 15 permits)	\$100/per year
56B	(16 to 50 Permits)	\$150/per year
56C	(51 to 100 Permits)	\$250/per year
56D	(101 to 150 Permits)	\$350/per year
56E	(151 to 200 Permits)	\$400/per year

The Vehicle Code (Sections 4974, 4962(f) & (f1), and 1943(f)) authorizes an annual permit to be issued authorizing the movement on an approved network of highways of containerized cargo, which exceeds the maximum gross, or axle weight limits, consistent with the following:

1. The combination Gross Weight does not exceed 90,000 pounds.
2. No axle weight may exceed 21,000 pounds. Further, the distance between last axle of the truck tractor and first axle of the chassis/semi-trailer shall be at least 28 feet on a 5-axle combination and at least 24 feet on a 6-axle combination. (The steering axle is subject to the "800 pound per inch of wheel width" rule and as a practical matter will not carry as much weight as the non-steering axles.)
3. Trailer, including, load may not exceed 53 feet in length, 8 feet 6 inches in width, or 13 feet 6 inches in height.
4. The Truck Tractor must be registered at 80,000 pounds if the Gross Weight exceeds 80,000 pounds.
5. Movement under this permit is authorized 24 hours a day, seven days a week except during holidays and inclement weather. Must travel at prevailing speeds.
6. A separate permit is required for each separate trailer axle configuration (e.g., 3/2 vs. 3/3).
7. No oversize authorized.
8. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Vehicle Code Section 102 defines Containerized cargo as "manifested international freight in a **sealed**, seagoing container."

Responsible motor carriers (as defined in Regulation 179.1) *may* submit one application to any District Permit Office requesting a maximum of 200 permits at a time.

Special instructions when entering this Load Type:

- ✓ Leave the Load Serial ID blank.
- ✓ Leave the Equipment Type blank (power unit and trailer).
- ✓ Leave the Registration/VIN Number blank (power unit and trailer).
- ✓ Leave the State blank (power unit and trailer).
- ✓ Leave all Axle fields blank.
- ✓ Complete only the County Origin in the Routing section for this network permit. (See Chapter 5 for network weekly re-analysis procedures.)
- ✓ Enter the number of permits requested in the Application Tab field (not to exceed 200 permits per application).

The network applicable to this Load Type consists of 1-digit, 2-digit and 3-digit SRs, (including Interstate highways), unless specifically restricted on the “Roadway Restriction List for Blanket Permits” attachment which is created with the permit. Applicants wanting to add “spokes” to the network, to authorize travel on 4-digit SRs (a.k.a. “quad routes”) must complete Form M-936ANS (posted on PennDOT WAN) and identify origin and destination points which require travel on quad routes as well as the quad routes on which they propose to travel. A Spokes Tab will be available on an approved or issued “Network” permit, which allows quad route spokes to be added to the network for a specific application, using the same techniques that are used to build other prompted routes.

One Permit and the current “Roadway Restriction List for Blanket Permits” attachment will print. If one or more spokes are approved, an “Additional Route” attachment will print for each spoke. The State has empowered the responsible Motor Carrier to reproduce the correct number of additional copies.

It is the responsibility of the Permit Office to send the responsible Motor Carrier the updated “Roadway Restriction List for Blanket Permits” attachment and any “Additional Route” attachment produced after Network analysis. It is the responsibility of the Motor Carrier to ensure a current copy of the “Roadway Restriction List for Blanket Permits” attachment and any “Additional Route” attachment are attached to each Special Hauling Permit.

Issued annual overweight Permits with specified routes will be reanalyzed every 60 days. See Chapter 5 for reanalysis procedures.

No refund may be granted on the issuance fee for an annual permit. Annual permits that are reanalyzed periodically and are revoked due to the reanalyzation are not entitled to a refund or credit.

56F REFRIGERATED MEAT PRODUCTS**6-Axle Overweight Combination****ANNUAL**

The Vehicle Code (Section 4974(b), 4962(f) & (f1), and 1943(f)(1)) authorizes an annual permit to be issued authorizing the movement on specified highways of containerized cargo consisting of refrigerated meat products which exceeds the maximum vehicle gross weight or maximum axle weights.

1. The vehicle must be a six-axle combination – three axle truck tractor.
2. Gross weight cannot exceed 107,500 lbs.
3. Maximum weight on any axle must not exceed 21,000 pounds.
4. Specific highway and routes may only be permitted in the counties of Bucks, Chester, Delaware, Montgomery and Philadelphia.
5. Travel is authorized 24 hours a day, seven days a week, except on holidays and in inclement weather.
6. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Issued annual overweight Permits with specified routes will be reanalyzed every 111 days. See Chapter 5 for reanalysis procedures.

The annual fee is \$100.00 per permit. No refund may be granted on the issuance fee for an annual permit. Annual permits that are reanalyzed periodically and are revoked due to reanalyzation are not entitled to a refund or credit.

57 A & B - Emergency Move

57A - Emergency Move (Drawn) -- Single Truck or Combination

57B - Emergency Move (Driven) – SME

SINGLE-TRIP

The Vehicle Code (Sections 4961(a), 4964, 1902(5)(i), and 1942) and Regulation 179.12(a) allow:

(57A): an oversize/overweight truck or combination (with a nondivisible load) to operate or move on specified highways prior to issuance of a single-trip permit, or

(57B): an oversize/overweight SME (Special Mobile Equipment) to operate or move on specified highways prior to issuance of a single-trip permit, consistent with the following:

1. Such movement is made in the event of an emergency or accident affecting the "public safety or convenience."
2. Oral authorization for emergency movement may be granted only if APRAS and APRAS Web are unavailable (e.g., during overnight batch processing scheduled between midnight and approximately 4 am, or during an APRAS outage), in which case the Department (or State Police during non-working hours) may orally authorize such movement, consistent with our responsibility to protect both the public and our highway system.
3. Application must be made via APRAS Web or, in writing, to the Permit Office nearest to the point of origin. If APRAS is unavailable, application must be made, in writing, as soon as possible (particularly if a return trip is requested) but in no case more than 72 hours after the operation or movement upon State highways. Note: While oral authorization is allowed under the law, oral application to PennDOT is not specifically authorized under the law.
4. Non-Web applicants must complete paper Form M-936A and, where applicable, paper Form M-936AS. Non-Web applicants must complete paper Form M-936AM, detailing the Emergency Type; a description of the emergency; the date and time the emergency first occurred; the date and time the State Police were contacted; contact name and phone number of the emergency site property; the location of the emergency (include address, municipality, and zip code); and justification for the request.
5. No load allowed under load subtype 57B.

To determine whether there is a bona fide emergency or accident, two questions to consider are:

1. Whether the public is being endangered or inconvenienced, and
2. Whether the public would be endangered or inconvenienced more by the movement occurring during hours of darkness, during a weekend peak travel period, during a restricted urban area commuter time period or during a restricted holiday (if continuous movement is requested).

Typical emergencies include declared emergencies, natural disasters, mainline train derailments, utility power failures, and various life-threatening situations.

EMERGENCY MOVEMENT REQUESTS RECEIVED DURING PERMIT OFFICE HOURS

Additional information on emergency movements is posted on the PennDOT Web Site.

Any person requesting permission (preferably via APRAS Web) to move an oversize/overweight vehicle upon State highways because of a bona fide emergency or accident affecting the public safety or convenience should be given priority assistance by Permit Office staff. Bona fide is defined as made in good faith without fraud or deceit; made with earnest intent - sincere; neither unfounded nor counterfeit - genuine; authentic.

Permit applicants may sometimes request emergency movement authorizations that do not qualify as an emergency under the Vehicle Code and Regulation 179.12, as discussed above (i.e., if public safety or convenience is not adversely affected). Clearly, requests that are supported by only economic reasons do not qualify as emergencies. However, if it cannot be decided whether the emergency request is bona fide, process the request as an emergency but “flag” the Central Permit Office (e.g., additional questions may need to be answered, under Vehicle Code Section 6104 authority).

If the application is a super load, direct the applicant to submit their preliminary and final applications to the Central Permit Office for review. If approved, additional arrangements will be required for a State escort.

The normal single-trip permit issuance and ton-mile fees will be charged unless the equipment or load is for use on a Federal or State emergency relief project (e.g., during a declared emergency).

EMERGENCY MOVEMENTS ARISING WHEN PERMIT OFFICES ARE CLOSED

Additional information on emergency movements is posted on the PennDOT Web Site.

Every application for movement of an oversize and/or overweight vehicle needs to undergo a thorough review prior to movement. APRAS Web is operational approximately 20 hours a day, seven days a week to allow for virtually all single-trip applications to be submitted during these hours, including requests for emergency moves. However, occasionally, an emergency situation may arise between midnight and 4 am, which requires prompt mobilization that cannot wait more than an hour. Web-submitted applications are not auto-issued and emergency responders may not be able to wait until normal PennDOT Engineering District Office hours for manual review. In these instances, the State Police Telecommunications Center is operational continuously and PSP staff may authorize emergency movements.

A person requesting permission to move an oversize/overweight vehicle upon State highways during hours when APRAS Web is unavailable and Permit Offices are closed must contact the State Police Telecommunications Center.

State Police Telecommunications Center Phone Number: 717-346-5348

The applicant - after receiving oral authorization from the PSP Telecommunications Center - is authorized to travel prior to issuance of the Special Hauling Permit (Form M-936P). The applicant must still submit an application, in writing, as soon as possible (particularly if a return trip is requested) but in no case more than 72 hours after the operation or movement upon State highways.

Procedure. The PSP Telecommunications Center will e-mail the Central Permit Office of each orally approved emergency move. The Central Permit Office will forward the PSP e-mail notification to the originating District Permit Office Supervisor. Upon receipt of such a notification, search the database (FEIN and move details will appear on PSP notification) to verify that an application was submitted within 72 hours, as required by law. If no application was submitted, notify the motor carrier to make application immediately to avoid further action. If an application is not received within 24 hours, e-mail the Central Permit Office.

Under Regulation 179.12(a)(6), return movement from an emergency or accident site is authorized during daylight hours, except during restricted holiday periods.

The Vehicle Code (Section 6108) authorizes the Governor to modify any Vehicle Code provision to help alleviate a declared National, State or local emergency (e.g., a blizzard, drought, flood or hurricane). If the written emergency declaration specifically waives the requirement for oversize and/or overweight vehicles to obtain permits or temporarily increases a specific legal size or weight limit, the Central Permit Office will share this information (e.g., via Administrative Message, email) as soon as possible, once this information is received.

Special instructions when entering Load Types 57A or 57B:

- Complete the Emergency Tab fields.

Special instructions when entering Load Type 57B:

- Enter "0" for the legal weight.
- Enter "0" for the load quantity.
- Leave the Load Serial ID blank.

58A - GENERAL GOVERNMENTAL

Single Truck or Combination

SINGLE TRIP or ANNUAL

The Vehicle Code (Sections 4961(a)(2)-(3) and 1901(a)) authorizes a permit to be issued for oversize/overweight movement generally, along specified State Routes. This Load Type is designated for movement of a single truck or combination owned by a governmental entity, under either a single-trip or annual permit, consistent with the following:

1. Governmental vehicles are subject to all statutory and regulatory requirements unless specifically exempted. For example, a Supplemental Application (Form M-936AS) must be submitted when any vehicle exceeds a regulatory axle or gross review weight limit specified in Regulation 179.8.
2. Section 4921(f) of the Vehicle Code exempts street sweepers, snow removal equipment, truck-mounted line-painting equipment and recycling equipment from the legal vehicle width limits. Therefore, no overwidth permit is required for such vehicles.
3. Regulation 15.3 authorizes Type II vehicles to exceed statutory weight restrictions consistent with the following:
 - (2) Type II. Snowplows, snowblowers and vehicles modified or equipped for the attachment of snowplows, snowblowers or similar devices.
 - (3) Type II authorized vehicles registered or leased by or under contract to the Commonwealth or a political subdivision may exceed the following statutory weight restrictions when they are performing the type of work which is the basis of the vehicle's designation as an authorized vehicle:
 - (i) Maximum gross weight.
 - (ii) Registered gross weight.
 - (iii) Maximum axle weight.
 - (iv) Maximum wheel load.
4. Under Regulation 191, the posting authority (i.e., the District Bridge Engineer) may issue a seasonal permit authorizing a vehicle to cross a posted bridge if the vehicle must travel over the posted bridge and analysis of the axle weights and other data indicates that the vehicle will not have a detrimental effect on the bridge, unless exempted under Section 4963 of the Vehicle Code, as amended.
5. If applying for an annual permit, applicant cannot apply thru a Permit Service with an account number starting with 313XXX.

Issued annual overweight Permits with specified routes will be reanalyzed every 30 days. See Chapter 5 for reanalysis procedures.

Section 1901(a) of the Vehicle Code provides for a free permit to be issued to a Federal, State or local governmental entity for movement of governmental vehicles. However, governmental loads transported by nongovernmental motor vehicle carriers do not qualify for free permits.

Annual permits that are reanalyzed periodically and are revoked due to the reanalyzation are not entitled to a refund or credit.

58B - MILITARY CONVOY
Single Truck or Combination
SEASONAL 30-DAY PERMIT

The Vehicle Code (Sections 4961(a)(2)-(3) and 1901(a)) authorizes a permit to be issued for oversize/overweight movement generally, along specified State Routes. This Load Type is designated, under Regulation 179.15a(d), for movement of single trucks and combinations owned by the military, in convoy, on a seasonal (30 day) permit, consistent with the following:

1. The permit will specify that the first oversize/overweight vehicle in the convoy must carry the convoy permit.
2. Governmental vehicles are subject to all statutory and regulatory requirements unless specifically exempted. For example, a Supplemental Application (Form M-936AS) must be submitted when any vehicle exceeds a regulatory axle or gross review weight limit specified in Regulation 179.8.
3. The Vehicle Code (Section 4525) prohibits the movement of vehicles not equipped with pneumatic tires (such as tanks or other tracked vehicles) unless specifically allowed by Regulation. Regulation 179.8(5)(vi) prohibits vehicles equipped with other than pneumatic tires from operating along the highway (i.e., only highway crossings may be permitted. However, Regulation 179.12(a)(5) does authorize road marches of tracked military vehicles upon specified highways if conducted consistent with AASHTO policy. Otherwise, tracked vehicles shall be hauled on a combination to eliminate the damage that would otherwise result to the highway surface and appurtenances.
4. Seasonal permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Section 1901(a) of the Vehicle Code provides for a free permit to be issued to a Federal, State or local governmental entity for movement of governmental vehicles. However, governmental loads transported by nongovernmental motor vehicle carriers do not qualify for free permits.

58C - MILITARY CERTIFIED

Single Truck or Combination
FREE OR SINGLE-TRIP

The Vehicle Code (Sections 4961(a)(2)-(3) and 1901(a) and 1942) authorizes a permit to be issued for oversize/overweight movement generally, along specified State Routes. This Load Type is designated for movement of military loads certified essential to the national defense on a single truck or combination owned either by the military or a motor carrier contracted by the military, under a single-trip permit, consistent with the following:

1. Certified military movements are not to be considered as emergency movements unless the military equipment or materials are for use on a Federal or State emergency relief project, (e.g., a declared emergency).
2. After the Central Permit Office is officially notified of a certified move request by Military Traffic Management Command (MTMC) - not by a motor carrier or other person - the District Permit Offices will be notified by the Central Permit Office (see Chapter 4). Do not issue a permit under this Load Type without a confirmation notice from the Central Permit Office.
3. Governmental vehicles are subject to all statutory and regulatory requirements unless specifically exempted. For example, a Supplemental Application (Form M-936AS) must be submitted when any vehicle exceeds a regulatory axle or gross review weight limit specified in Regulation 179.8.
4. The Vehicle Code (Section 4525) prohibits the movement of vehicles not equipped with pneumatic tires (such as tanks or other tracked vehicles) unless specifically allowed by Regulation. Regulation 179.8(5)(vi) prohibits vehicles equipped with other than pneumatic tires from operating along the highway (i.e., only highway crossings may be permitted). However, Regulation 179.12(a)(5) does authorize road marches of tracked military vehicles upon specified highways if conducted consistent with AASHTO policy. Otherwise, tracked vehicles shall be hauled on a combination to eliminate the damage that would otherwise result to the highway surface and appurtenances.

Commercial motor carriers requesting a continuous certified move must be authorized initially by Military Traffic Management Command (MTMC) and assigned a case number. Military/government motor carriers do not need a case number, but virtually all certified moves are being made by commercial motor carriers.

During manual review, also modify Permit Restriction Code(s): 5810.

If the motor carrier is not a governmental entity, the normal single-trip permit issuance and ton-mile fees will be charged unless the equipment or load is for use on a Federal or State emergency relief project (e.g., during a declared emergency). If the motor carrier is a governmental entity, the permit fee is free.

58D - GOVERNMENTAL AGENCY (Blanket)

Single Truck or Combination

ANNUAL

The Vehicle Code (Sections 4961(a)(2)-(3) and 1901(a)) authorizes a permit to be issued for oversize/overweight movement. This Load Type is designated for movement of government-owned loads on a government-owned truck or combination, under a “blanket” annual permit, consistent with the following:

1. Governmental vehicles are subject to all statutory and regulatory requirements unless specifically exempted. For example, a Supplemental Application (Form M-936AS) must be submitted when any vehicle exceeds a regulatory axle or gross review weight limit specified in Regulation 179.8.
2. Section 4921(f) of the Vehicle Code exempts street sweepers, snow removal equipment, truck-mounted line-painting equipment and recycling equipment from the legal vehicle width limits. Therefore, no overwidth permit is required for such vehicles.
3. Snow removal equipment is exempt from statutory gross, axle and wheel load weight limits (under Title 67, Chapter 15.3(a)(3))
4. Under Regulation 191, the posting authority (i.e., the District Bridge Engineer) may issue a seasonal permit authorizing a vehicle to cross a posted bridge if the vehicle must travel over the posted bridge and analysis of the axle weights and other data indicates that the vehicle will not have a detrimental effect on the bridge, unless exempted under Section 4963 of the Vehicle Code, as amended.
5. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Complete only the County Origin in the Routing section for this blanket permit.

During manual review, also modify Permit Restriction Code(s): 5558 – to include make and model number.

Section 1901(a) of the Vehicle Code provides for a free permit to be issued to a Federal, State or local governmental entity for movement of governmental vehicles. However, governmental loads transported by nongovernmental motor vehicle carriers do not qualify for free permits.

58E - PennDOT CONTRACT (Blanket)

Single Truck or Combination

SEASONAL OR ANNUAL

The Vehicle Code (Sections 4961(a)(2)-(3) and 1942) authorizes a permit to be issued for oversize movement. This Load Type is designated for movement between job sites involving contract work for the Department under Purchase Order or Service Improvement Contract, under a “blanket” seasonal or annual permit issued to a contractor, consistent with the following:

1. Only oversize movements will qualify for a permit, which will be valid for the length of the contract. Any overweight movement may continue to operate under a single-trip permit under another appropriate load type.
2. Check with the Construction Unit about whether a special provision was added to the Purchase Order or Service Improvement Contract.
3. Travel between work areas will be direct as possible and travel over posted roads will be avoided if possible. Correct any damage to the roads caused by the oversize vehicle.
4. This permit does not authorize movement over posted bridges (see Chapter 8.3), unless exempted under Section 4963 of the Vehicle Code, as amended.
5. Other conditions which may be specified by the District.
6. Seasonal/annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Complete only the County Origin in the Routing section for this blanket permit.

During manual review, also modify Permit Restriction Code(s): 5830 to include contract number and group number.

The permit fee is \$25/50. Under Section 1901(a) of the Vehicle Code and Section 107.02(a) of Publication 408, highway contractors are required to pay permit fees.

58F - GOVERNMENTAL HOLIDAY TREE

Combination
SINGLE-TRIP

The Vehicle Code (Sections 4961(a)(2) and 1902(5)(ii)) authorizes a permit to be issued for oversize/overweight movement generally, along specified State Routes. This Load Type is designated for movement of a governmental holiday tree on a combination, under a single-trip permit, consistent with the following:

1. The holiday tree is being transported to a Federal, State or municipal government site (e.g., White House, Capitol Hill, State Capitol, municipal building, or grounds).
2. The origin and destination may be outside of PA.
3. The governmental entity is not charged for the holiday tree (e.g., tree, combination, driver and services are donated).
4. Holiday travel restriction waivers (e.g., Thanksgiving) must be approved by the affected Districts' Traffic Units and coordinated by the Issuing District with the Central Permit Office.
5. Holiday "trees" transported for wholesale or retail sale do not qualify for this permit, since such a load would be divisible and delivery would not be to a governmental entity at no charge.

Special instructions when entering this Load Type:

- ✓ Insert "- - plus calendar year" for tree Serial Number (if there is no Bill of Lading). For example: "- - 2 0 0 8".

The permit fee is free, under Vehicle Code section 1902(5)(ii).

58G - GOVERNMENTAL PAINT TRUCK (Blanket)

Single Truck

ANNUAL

The Vehicle Code (Sections 4961 and 1901(a)) authorizes a permit to be issued for oversize/overweight movement. This Load Type is designated for movement (and application) of highway line paint on a government-owned truck, under a “blanket” annual permit, consistent with the following:

1. Truck-mounted line-painting equipment is exempt from the legal width limit under Section 4921(f) of the Vehicle Code, but a permit may still be needed for excess length or weight.
2. Paint supply trucks that carry paint for the line painting equipment are equipped with a truck-mounted-attenuator (TMA) safety device that (when in a down position) will exceed the overall length of 40 feet. Permits may be issued authorizing this legal length limit to be exceeded due to a TMA safety device.
3. Line-painting equipment may be exempted from certain requirements of Regulation 179.10; such equipment operates under special traffic controls.
4. Under Regulation 191, the posting authority (i.e., the District Bridge Engineer) may issue a seasonal permit authorizing a vehicle to cross a posted bridge if the vehicle must travel over the posted bridge and analysis of the axle weights and other data indicates that the vehicle will not have a detrimental effect on the bridge, unless exempted under Section 4963 of the Vehicle Code, as amended.
5. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Complete only the County Origin in the Routing section for this blanket permit.

Section 1901(a) of the Vehicle Code provides for a free permit to be issued to a Federal, State or local governmental entity for movement of governmental vehicles. However, governmental loads transported by nongovernmental motor vehicle carriers do not qualify for free permits.

58H - GOVERNMENTAL AGENCY (Blanket)
SME (UNLOADED)
ANNUAL

The Vehicle Code (Sections 4961(a)(1) and 1901(a)) authorizes a permit to be issued for oversize/overweight movement. This Load Type is designated, under Regulation 179.15a(e), for movement of government-owned SME, under a “blanket” annual permit, consistent with the following:

1. This permit is also available to vehicles leased by a governmental agency. Governmental vehicles are subject to all statutory and regulatory requirements unless specifically exempted. For example, a Supplemental Application (Form M-936AS) must be submitted when any vehicle exceeds a regulatory axle or gross review weight limit specified in Regulation 179.8.
2. Section 4921(f) of the Vehicle Code exempts street sweepers, snow removal equipment, truck-mounted line-painting equipment and recycling equipment from the legal vehicle width limits. Therefore, no overwidth permit is required for such vehicles.
3. Snow removal equipment is exempt from statutory gross, axle and wheel load weight limits (under Title 67, Chapter 15.3(a)(3))
4. Under Regulation 191, the posting authority (i.e., the District Bridge Engineer) may issue a seasonal permit authorizing a vehicle to cross a posted bridge if the vehicle must travel over the posted bridge and analysis of the axle weights and other data indicates that the vehicle will not have a detrimental effect on the bridge, unless exempted under Section 4963 of the Vehicle Code, as amended.
5. The Vehicle Code (Section 4525) prohibits the movement of vehicles not equipped with pneumatic tires (such as tanks or other tracked vehicles) unless specifically allowed by Regulation. Regulation 179.8(5)(vi) prohibits vehicles equipped with other than pneumatic tires from operating along the highway (i.e., only highway crossings may be permitted. Tracked vehicles shall be hauled on a combination to eliminate the damage that would otherwise result to the highway surface and appurtenances.
6. The SME is unloaded and self-propelled.
7. The permitted vehicle can maintain a minimum speed of 40 miles per hour on freeways.
8. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Enter "0" for the legal weight.
- ✓ Enter "0" for the load quantity.
- ✓ Leave the Load Serial ID blank.
- ✓ Complete only the County Origin in the Routing section for this blanket permit.

Section 1901(a) of the Vehicle Code provides for a free permit to be issued to a Federal, State or local governmental entity for movement of governmental vehicles. However, governmental loads transported by nongovernmental motor vehicle carriers do not qualify for free permits.

58J - GENERAL GOVERNMENTAL**SME (UNLOADED)****SINGLE-TRIP**

The Vehicle Code (Sections 4961(a)(1) and 1901(a)) authorizes a permit to be issued for oversize/overweight movement generally, along specified State Routes. This Load Type is designated for movement of government-owned SME, under a single-trip permit, consistent with the following:

1. This permit is also available to vehicles leased by a governmental agency.
2. Governmental vehicles are subject to all statutory and regulatory requirements unless specifically exempted. For example, a Supplemental Application (Form M-936AS) must be submitted when any vehicle exceeds a regulatory axle or gross review weight limit specified in Regulation 179.8.
3. Section 4921(f) of the Vehicle Code exempts street sweepers, snow removal equipment, truck-mounted line-painting equipment and recycling equipment from the legal vehicle width limits. Therefore, no overwidth permit is required for such vehicles.
4. Snow removal equipment is exempt from statutory gross, axle and wheel load weight limits (under Regulation 15.3(a)(3)).
5. Under Regulation 191, the posting authority (i.e., the District Bridge Engineer) may issue a seasonal permit authorizing a vehicle to cross a posted bridge if the vehicle must travel over the posted bridge and analysis of the axle weights and other data indicates that the vehicle will not have a detrimental effect on the bridge, unless exempted under Section 4963 of the Vehicle Code, as amended.
6. The Vehicle Code (Section 4525) prohibits the movement of vehicles not equipped with pneumatic tires (such as tanks or other tracked vehicles) unless specifically allowed by Regulation. Regulation 179.8(5)(vi) prohibits vehicles equipped with other than pneumatic tires from operating along the highway (i.e., only highway crossings may be permitted. Tracked vehicles shall be hauled on a combination to eliminate the damage that would otherwise result to the highway surface and appurtenances.
7. The SME is unloaded and self-propelled.
8. The permitted vehicle can maintain a minimum speed of 40 miles per hour on freeways.
9. Annual permits are not obtained thru a Permit Service with an account number starting with 313XXX.

Special instructions when entering this Load Type:

- ✓ Enter "0" for the legal weight.
- ✓ Enter "0" for the load quantity.
- ✓ Leave the Load Serial ID blank.

Section 1901(a) of the Vehicle Code provides for a free permit to be issued to a Federal, State or local governmental entity for movement of governmental vehicles. However, governmental loads transported by nongovernmental motor vehicle carriers do not qualify for free permits.

59A & B- RADIOACTIVE MATERIAL - LEAD CASK

Combination
SINGLE-TRIP

59A Loaded Lead Cask
59B Empty Lead Cask

The Vehicle Code (Sections 4961(a)(2) and 1942) authorizes a permit to be issued for oversize/overweight movement generally, along specified State Routes. This Load Type is designated, under Regulation 179.12(b), for movement of a lead cask (either empty or loaded with radioactive material) on a combination, under a single-trip permit, consistent with the following:

1. The empty cask requires an overweight permit because the cask is lead-lined.
2. Large quantity radioactive material shipments should be routed over Interstate highways, wherever possible, consistent with Federal Regulations, Title 49, Section 397.101.
3. A permit may authorize cask impact cushions to exceed the legal width limit; however, the cask itself may not be oversize. If an application lists more than 8 feet 6 inches in width, request the following:
 - a) width of the cask, and
 - b) width of the cask with an impact cushion.
4. Low Level radioactive fuel racks or other nondivisible radioactive material that is not transported in a lead cask should be coded Load Type.
5. Applicants requesting continuous movement of load type 59A, Districts should flagged the Central Permit Office for approval.

AASHTO Policy Resolution PR-1-88 notes that FHWA has determined that State issuance of a nondivisible load permit for the transport of these casks with a payload would not result in FHWA imposing a sanction under vehicle weight limits (Section 127, 23 U.S.C.); and that AASHTO considers the cask, with a payload, as a single item nondivisible load, eligible for overweight permits. FHWA Regulations adopted June 13, 1994 (Vol. 59, No. 112, p30392) authorize the States to treat these specially designed casks as being nondivisible under 23 CFR Parts 657/658.

The normal single-trip permit issuance and ton-mile fees will be charged.

59C – RADIOACTIVE TRANSFER CASK (EMPTY)

Combination
SINGLE-TRIP

The Vehicle Code Sections 4961(a)(2) & 1942 authorized a permit to be issued for oversize/overweight movement along specified State Routes. This Load Type is designated, under Regulation 179.12(b), for movement of an empty transfer cask on a combination, under a single-trip permit.

1. The empty transfer cask requires an overweight permit.
2. Maximum permitted Gross Weight (lbs) = 201,000
3. Minimum 40 mph on all freeways.

The normal single-trip permit issuance and ton-mile fees will be charged.

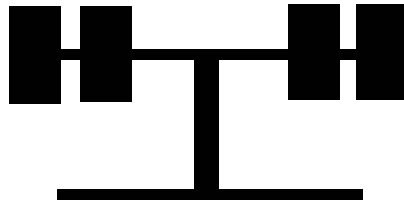
60 - BUILDING (Built On-Site)Single Truck or Combination
SINGLE-TRIP

The Vehicle Code (Sections 4961(a)(2)-(3) and 1942) authorizes a permit to be issued for oversize/overweight movement generally, along specified State Routes. This Load Type is designated for movement, under Regulation 179.11(b), of a building on a truck or combination, under a single-trip permit, consistent with the following:

1. This permit Load Type is not applicable for new prefabricated structures, or room additions, or housing components such as roof trusses (see Codes 63, 66, 67). Satisfactory evidence that the building was built on-site would include a copy of the building permit or a property tax assessment on the building from a prior year.
2. Approval will depend upon building width, travel distance, and interference with traffic.
3. Application must include a diagram showing the equipment configuration, dolly number(s), axle weights and spacings and crawl speed (see Illustration 3-60-1).
4. House moving dollies are not required to be registered in PA. However, each dolly number must be identified (and must be inspected under Regulation 179.10(17)). As with all vehicles, the axle capacity is determined by the final manufacturer of the dolly.
5. An antique modular diner that is moved from a building lot rather than a manufacturer or dealer lot may be permitted as a building and may exceed Load Type 63 limits.
6. If any axle exceeds 27,000 pounds, Form M-936AS is required and must be submitted as a "60 Building" Permit Type for review.
7. Instruct the applicant to execute an Accompanying Bond (Form M-937C) or Letter of Credit (Form M-937LC) if any permitted vehicle's axle weights exceed 27,000 pounds. The amount of security shall be at least \$25,000 or such amount in excess thereof as necessary to reflect the cost of restoring that section of highway being used in the event of an uncorrected highway failure (see Chapter 4). District staff must field view and create photodocumentation of the approved routes before and after the move and provide written findings of any damage.
8. The applicant's traffic control plan (TCP), detour signing and proposed route of travel for a building greater than 14 feet in width shall also be reviewed by the District Traffic Engineer to determine if the building can be transported safely, with minimal inconvenience to traffic. Buildings are typically hauled at crawl speed.
9. Buildings should be moved during non-peak traffic volume periods, which may include nighttime and weekends, if approved by the Traffic Unit.
10. Instruct the applicant to arrange for local police escorts, wherever possible. It is recommended that Department personnel also escort the move whenever the permit authorizes movement on a traffic route. Contact the Central Permit Office to coordinate a State escort for a building greater than 16 feet in width only when local police escorts cannot be arranged.
11. The permittee will be required to notify local emergency organizations (e.g., fire, ambulances) when the move will restrict normal highway traffic.

During manual review, also modify Permit Restriction Code(s): 5264 - if any axle exceeds 27,000 pounds. Also delete Restriction Code 6010, if a State escort is required:

The normal single-trip permit issuance and ton-mile fees will be charged.

Illustration 3-60-1 (Example Bldg. Dolly Drawing)

DOLLY
#



DOLLY
#



DOLLY
#

CRAWL SPEED: ____ MPH

61 - DOZER (Hauled)**Combination
SINGLE-TRIP**

The Vehicle Code (Sections 4961(a)(2) and 1942) authorizes a permit to be issued for oversize/overweight movement generally, along specified State Routes. This Load Type is designated for movement, under Regulation 179.11(c), of a dozer on a combination, under a single-trip permit, consistent with the following:

1. A dozer with an attached blade greater than 12 feet in width (but not exceeding 15 feet in width) may be hauled upon State highways, subject to Regulations 179.8(5), 179.9(c) and 179.11(c). For purposes of this regulation, any SME with a blade (this includes trash compactors) is considered a dozer with a blade, from a highway safety perspective.
2. When a traffic protector guide rail device is authorized by Regulation 179.11, its serial number must be provided on the application. The serial number will be checked against the list of devices, which have been approved by the Department. If the serial number is not assigned to the applicant, the applicant must furnish the device owner's written authorization on its letterhead.
3. Companies requesting manufacturing guiderails for their "**OWN**" business use **must** submit a letter to the Central Permit Office containing their Fed ID#, business name and address. Also, color pictures of the guiderails are required – at least one picture must show the guiderails attached to the dozer. Guiderails must be painted safety orange/yellow or have orange/yellow stripes. Companies will receive an approval or denial from the Central Permit Office to update our records and APRAS.
4. Traffic protector guide rail devices may be purchased from Craftweld Inc., at 267-492-1100. Craftweld owns the patent for this device. Companies purchasing Craftweld guiderails may not sell them to another company without the written permission from Craftweld, which must be sent to the Central Permit Office directly from Craftweld.
5. Dozer blades must be removed and hauled separately if:
 - a. the blade itself exceeds 15 feet in width,
 - b. the blade itself exceeds 12 feet in width and no guide rail device is used, (blade cannot be angled to reduce the width below 12 feet and hauled without a traffic protector guide rail device),
 - c. axle weights are greater than Table 8-2 in Regulation 179.

The normal single-trip permit issuance and ton-mile fees will be charged.

62 - BOAT (Hauled)
Single Truck or Combination
SINGLE-TRIP

The Vehicle Code (Sections 4961(a)(2)-(3) and 1942) authorizes a permit to be issued for oversize/overweight movement generally, along specified State Routes. This Load Type is designated for movement of a boat on a truck or combination, under a single-trip permit, consistent with the following:

When the "applicable" length limit (70') is exceeded, verify that only one boat is being transported, or if there are two or more boats, the number of boats is reduced until the "applicable" length limit is not exceeded and until no weight limit is exceeded.

1. "Applicable" length limits for a combination hauling a boat:
 - a. Off Designated National Network (see Trucker's Map):
 1. One boat - 70 feet (boat/mast length).
 2. Two or more boats:
 1. If fifth wheel - 65 feet (combination length) plus overhang.
 2. If stinger-steered - 75 feet (combination length) plus overhang.
 - b. On Designated National Network (see Trucker's Map):
 1. Fifth-wheel combination - 65 feet plus overhang. See Illustration 3-62-1.
 2. Stinger-steered combination - 75 feet plus overhang. By definition "stinger-steered boat transporter" is: a truck tractor-semi-trailer combination of a total length not greater than 75 feet exclusive of an overhang of not more than three feet on the front and four feet on the rear of the vehicle configured as a semi-trailer combination wherein the fifth wheel is located on a drop frame located behind and below the rearmost axle of the power unit. See Illustration 3-62-2.
 3. Front load overhang - 3 feet additional.
 4. Rear load overhang - 4 feet additional.
2. Section 4942(b) of the Vehicle Code contains special registration rules for a truck towing a trailer registered for 10,000 pounds or less. Trailers registered below 10,001 pounds are not included in the combination's Gross Weight under this law. To administer this law, APRAS code will allow a truck tractor registered at or below 17,000 pounds (Classes 1 - 6) to carry an additional 10,000 pounds Gross Weight. Motor vehicles registered above 17,000 pounds are subject to more stringent Federal requirements.

Example of valid permit applying for trailer weight at 10,000 pounds or less:

*Truck registered legal weight – 17,000 pounds or less
Trailer registered legal weight – 10,000 pounds or less
Total Gross Weight cannot exceed 27,000 pounds

(*Truck does not have to be registered in combination if trailer is 10,000 pounds or less)

Example of valid permit applying for trailer weight at 10,001 pounds or more:

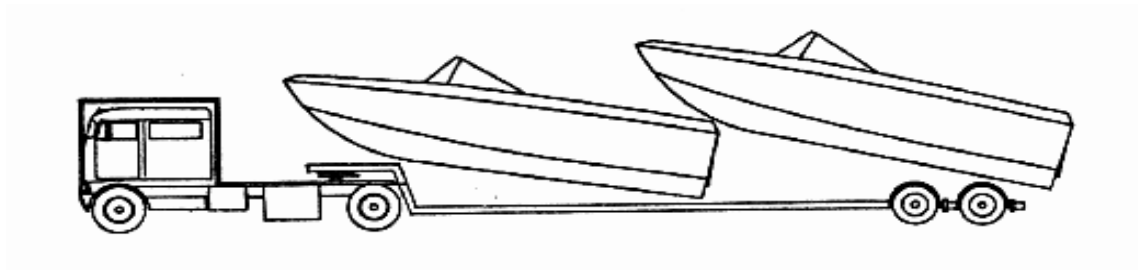
*Truck registered legal weight – 52,000 pounds or more
Trailer registered legal weight – 10,001 pounds or more
Truck and Trailer registered weights are NOT added together.

(*Truck must be registered in combination if trailer is 10,001 pounds or more)

The normal single-trip permit issuance and ton-mile fees will be charged.

Illustration 3-62-1 (Fifth-wheel Combination)

A conventional fifth-wheel is over (i.e., above) the drive axles.

**Illustration 3-62-2 (Stinger-steered Combination)**

The stinger-steered has a fifth wheel behind the drive axles and low to the ground. Stingers are typically used to transport cars and boats and the federal government allows special lengths (refer to the Truckers Handbook and/or the Vehicle Code).



63 A, B, & C - MOBILE HOME, MODULAR HOUSING UNIT & UNDERCARRIAGE

Combination
SINGLE-TRIP

- 63A Mobile Home (oversize trailer)
- 63B Modular Housing Unit (load)
- 63C Modular Housing Unit Undercarriage (trailer)

The Vehicle Code (Sections 4961(a)(4)-(5)-(6), 4973 and 1942) authorizes a permit to be issued for oversize movement of manufactured housing generally, along specified State Routes. This Load Type is designated for movement, under Regulation 179.11(a), - as amended by Vehicle Code section 4973 - of (a): a mobile home or (b): a modular housing unit or (c): one or more modular housing unit undercarriages on a combination, under a single-trip permit, consistent with the following:

Mobile Home. A mobile home is, by definition, an oversize trailer designed and used exclusively for "living quarters or commercial purposes." Similar trailers, which are not oversize, are, by definition, house trailers and are not eligible for a permit unless an overall length limit is exceeded.

Modular Housing Unit. A modular housing unit is, by definition, a unit designed for "residential or commercial purposes" and which is wholly or in substantial part assembled in manufacturing facilities and installed on the building site. A modular housing unit is transported as an oversize load on a special undercarriage trailer which is often oversize and, therefore, exempt from registration in PA.

Modular Housing Unit Undercarriage. A modular housing unit undercarriage by definition is a trailer. Therefore, if an undercarriage is longer than 53 feet in length, it is exempt from registration in PA. If the undercarriage is less than or equal to 53 feet in length, the undercarriage must be registered.

1. A mobile home or modular housing unit cannot exceed the following dimensions:

Body Length	80 feet including hitch
Body Width	16 feet including all appurtenances (e.g., bay window, roof eaves(s))
Body Height	14 feet 6 inches
2. More than one oversize (e.g., greater than 70 feet long and/or greater than 8.5 feet wide) undercarriage may be hauled as a load under Load Type 63C if:
 - (a) the legal height and weight limits are not exceeded,
 - (b) the additional undercarriages do not increase the width,
 - (c) the additional undercarriages do not increase the length beyond what is required to offset the undercarriage axles,
 - (d) the applicant identifies the number of undercarriages, and
 - (e) all serial numbers are provided - add Restriction Code 6364 if needed.
3. Overweight movement is not authorized.

4. Pilot car requirements:

- (a) Modular housing units less than 14' - if highway carries traffic on 2 or more lanes in same direction, one pilot car shall follow. If load is traveling on a highway with one lane in the same direction, pilot car shall lead.
- (b) Modular housing units greater than 14' – 2 pilot cars required if traveling on one lane in the same direction and is overlength (70').
- (c) Under Vehicle Code Section 4973(d) – a vehicle, combination or load permitted under this section that is wider than 14 ' in body width shall be accompanied by two pilot cars on all highways, with one pilot car leading the permitted motor vehicle and one pilot car following the permitted vehicle or combination.

5. Restricted travel periods as per Vehicle Code 4973(e) – a vehicle, combination or load wider than 14 feet in body width shall be moved only from 9 am to sunset Monday, Tuesday, Wednesday and Thursday and 9 am to 12 Noon on Friday. No Saturday, Sunday or during holiday period is authorized at any time.

Under Vehicle Code Section 1336.1 multipurpose dealer tags (identified as MPXXXXD) may be used only if the load is being transported from a dealer or distributor for completion or is being transported back from a second –stage manufacturer to a dealer.

The Vehicle Code (Section 1302) exempts from registration mobile homes, modular housing units and any trailer used primarily off-highway (such as construction site trailers). A modular housing unit, which is transported on an undercarriage, is not a vehicle but a load and, therefore, is exempt from registration. Identify such a trailer or unit on the permit by the last six digits of the manufacturer's serial number. The serial number of modular housing units shall include the letter identifying which section is being hauled (e.g., A or B or C or D). If no letter suffix is provided, question the applicant. Before issuing a permit, it may be necessary to inspect the load or require the applicant to provide shop drawings, which show the total number of units making up the home. This requirement is necessary to curtail the illegal transfer of permits to similar manufactured articles.

Special instructions when entering these Load Types:

- ✓ Leave the Load Serial ID blank on 63A (Mobile Home).

During manual review of Load Type 63C, also consider adding the following Restriction Code(s), if applicable: 6364 (additional undercarriages).

The normal \$25/50 single-trip permit issuance fee will be charged.

64 - SUPER LOAD**Single Truck or Combination
SINGLE-TRIP**

The Vehicle Code (Sections 4961(a)(2)-(3) and 1942) authorizes a permit to be issued for oversize/overweight movement generally, along specified State Routes. This Load Type is designated for movement, under Regulation 179.8(4)(iii), of a super load on a truck or combination, under a single-trip permit, consistent with the following:

1. A super load is a vehicle or a combination with a nondivisible load having a Gross Weight exceeding 201,000 pounds, or a total length exceeding 160 feet, or a total width exceeding 16 feet. Also see Regulation 179.1 definition, which includes exceptions for buildings and highway crossing operations.
2. PA super loads undergo a two-step application review process, as noted below. No super load application is auto-issued. Super load reviews involve the largest and heaviest highway movements, which require independent judgment and decision making by knowledgeable and experienced Permit and Bridge staffs.
 - a. Preliminary review. Routes are reviewed in detail and justification is provided for one or more similar moves over the next year. Preliminary reviews require the motor carrier to adequately plan and justify their proposed super load move(s), AT LEAST THREE WEEKS in advance of the proposed initial move.
 - b. Final review. Preliminarily approved routes are checked again for possible changes in RMS, BMS or APRAS databases since the preliminary approval, and individual arrangements are made for a State escort or local police escort for each super load to be moved under the preliminary approval.
3. Direct applicants to submit a preliminary super load application (with detailed routing and justification) directly to the Central Permit Office, consistent with the “How To Complete an Application Package for a Super Load Permit” Guide posted on PennDOT’s Web Site and the APRAS Web Training Manual, Volume 3. APRAS will coordinate the preliminary application route review with the affected Engineering Districts after the application successfully passes initial software edits for completeness and consistency and is successfully submitted.
4. As required by Regulation 179.8(4)(iii), the applicant shall justify the necessity for the super load movement by submitting the following to the Central Permit Office, using the specified M-936A Forms, which are posted on both the PennDOT Web Site and on the APRAS Web Log On Page:
 - a. detailed routing developed from a physical windshield route survey, (on Form M-936ARS) including city streets and township roads, proposed pull-off areas, unique maneuvers and turns and other details as described on Form M-936ARS;
 - b. the certification of the manufacturer or designer (on Form M-936MDC) that the object cannot feasibly be manufactured in smaller sections;

- c. signed statements (on company letterhead) from other transportation companies - that is air, water, rail - that they are unable to accommodate a move, when requested by the Central Permit Office;
- d. written approvals from all cities (on Form M-936SLCA), through which the super load proposes to travel on non-limited access highways (Form M-936SLCA identifies all PA cities);
- e. the projected number of similar super loads to be moved within the next year;
- f. the motor carrier's willingness to participate in conference calls with PennDOT (in which case the applicant will be assessed for costs incurred by PennDOT);
- g. whether the super load will stop at or near a state line to accommodate another state's travel restrictions, and what accommodations are needed.

For example, the motor carrier needs to identify - in advance - if it may need to use established safe and legal pull off areas such as those on I-83 at the MD/PA line, or private parking areas outside PA highway right-of-way, such as a truck stop or other business parking area. In this event, the motor carrier will need to make advance arrangements as part of the preliminary application process to ensure safe movement and minimize inconvenience to other traffic. Movement under permit is not authorized during travel periods restricted under Regulation 179.10(7). Under Regulation 179.10(7)(v) the Department's Chief Engineer or the Central Permit Office of the State Police – Bureau of Patrol may exempt an oversize/overweight movement from the restricted travel periods under certain instances.

- 5. If a super load applicant has made arrangements to move a super load through a construction project, written concurrence must be obtained from each contractor (on Form M-936CN) (also see Chapter 4, Section 2).
- 6. The applicant must provide a written Traffic Control Plan (on Form M-936TCP1 or TCP2 or otherwise consistent with PennDOT Regulation 203 or satisfactory to the affected District Traffic Unit) **if** traffic may be adversely affected by the proposed movement (e.g., if the super load will be stopped on the pavement to adjust equipment, or will travel in any lane normally used by opposing traffic, or due to conditional bridge approvals - such as crawl speed restrictions).
- 7. Regulation 179.8(5)(ii)(C) authorizes a super load combination's axles to exceed 27,000 pounds where the Department determines that no feasible alternative is available, provided security is delivered and shoring is placed in a manner approved by the Bridge Engineer. The Central Permit Office may require the applicant to execute an agreement or provide security, or both, as a prerequisite to issuance of the permit. Security shall be delivered to the Department in a form and amount acceptable to the Department and shall guarantee restoration of the highways and bridges, which may be damaged by operations under the permit. If the security is executed by a company registered and authorized to do the business in this Commonwealth, the following documents are acceptable forms of blanket security.
 - a. A bond (on Form M-937C), posted on PennDOT WAN executed by the permittee in the amount of at least one million dollars, and naming the Commonwealth as obligee.

- b. An irrevocable letter of credit (on Form M-937 LC), posted on PennDOT WAN , signed by a bank officer and naming the Department as sole beneficiary, to be honored on presentment.
8. Under Vehicle Code Section 6104(b) and Regulation 179.8(7), PennDOT staffs have a duty to review each application for genuineness, regularity, legality and truthfulness.
 - a. If the application is not auto-issued, each affected District Permit Office shall thoroughly review the proposed routing on each preliminary super load application on a **first-come-first-served basis**.
 - b. When excessive weight is involved, Form M-936AS will also be thoroughly reviewed by each affected District Bridge Unit on a **first-come-first served basis**, using ABAS software and other engineering analysis software.
9. Upon review, the District reviewer shall document its decision to the Central Permit Office (not the applicant) indicating as follows:
 - a. Approved. The proposed routes can accommodate the super load.
 - b. Denied. The proposed routes cannot accommodate the super load (list all reasons) and no acceptable alternate routes can be identified. If no acceptable alternate routes can be identified by the reviewer(s), the applicant may also be advised to consider other transportation options (e.g., rail or water) or to reduce the load size and/or axle loadings further.
 - c. Custom Restrictions to be included on the permit.
10. If the District Permit Office or District Bridge Engineer or District Traffic Engineer reviewer is contacted directly by an applicant, who is inquiring about the status of their **pending** preliminary or final super load application, refer the applicant to the Central Permit Office. The Districts shall not provide the applicant with the status of their pending application. The Central Permit Office is responsible for coordinating the preliminary and final review with all affected Districts. Uncoordinated responses to a **pending** application have proven to cause confusion and are counterproductive. However, if there is not a pending application, applicants are encouraged to discuss particulars of their proposed application or their previous application with an individual District reviewer, before (re)submitting their application to the Department.
11. Designers should obtain preliminary approval before manufacturing a super load. While economic growth is important, an individual super load cannot be allowed to travel upon highways at the expense of the safe and convenient passage of traffic or at the expense of the structural integrity of any highway or bridge (which are designed, constructed and maintained with motoring public tax dollars to accommodate legal size/weight vehicles and combinations). Designers and manufacturers have a responsibility to give full consideration to transportability in their initial design criteria.

Note: Both preliminary and final super load applications will be processed by the Central Permit Office, consistent with established regulations and policies, on a **first-come-first-served basis**, after all application information is received - in writing - and reviewed and after both APRAS and affected office reviewers approve movement through their District.

12. Following are general State escort policies:

- a. Schedule no more than three super load State escorts to *begin* movement per PennDOT District per day. These “slots” will be available on a **first-come-first-served basis**. Any escort arrangements not consistent with this protocol will be assessed additional fees for special processing and actual overtime State escort costs.
 - b. Schedule only two “similar” super load State escorts to *begin* movement on any one day.
 - c. Schedule only one super load State escort to *begin* movement at the same time in the same District.
 - d. Allow a two-hour separation between super load State escorts *start* times. Typical State escort start times are 9 AM, 11 AM, and 1 PM. However, 7 AM and 3 PM may occasionally be authorized (consistent with available “slots”, urbanized area restrictions, and sunrise and sunset times).
 - e. Schedule no super load State escort to travel on a Saturday after 12 noon, a Sunday, a travel-restricted holiday or a holiday when State Offices are closed.
 - f. Schedule no super load State escort to *begin* travel on a Saturday.
 - g. All cancellations or postponements of Super Loads must be received in writing.
13. The following contract conditions and Department policy apply to **bridge beam State escort** movements (concrete or steel beams):
 - a. Schedule only three super load bridge beam State escorts to begin movement on any one day. A fourth State escort may be allowed, upon request, if both the Central Permit Office and the State escorting Agency agree (in this event, additional costs will be assessed).
 - b. Schedule no more than two super loads of one beam each to begin State escort movement at the same time (i.e., single State escort with two combinations).
 - c. Allow a two-hour separation between super load State escorts start times. Typical State escort start times are 9 AM, 11 AM, and 1 PM. However, 7 AM and 3 PM may occasionally be authorized (consistent with available “slots”, urbanized area restrictions, and sunrise and sunset times).
 - d. Schedule no super load State escort to travel on a Saturday after 12 noon, a Sunday, a travel-restricted holiday or a holiday when State Offices are closed.
 - e. Schedule no super load State escort to begin travel on a Saturday.
 - f. Reimburse the Commonwealth at regular and overtime rates for time expended on arranging for and escorting of super load bridge beams. A minimum of 24 hours advance notice of cancellation is required to avoid time charges.
 - g. All super load bridge beams will be escorted at a maximum of 40 m.p.h. on all limited access four-lane highways and 25 m.p.h. on all other highways. All bridges will be traversed at a maximum of 10 m.p.h. unless the permit specifies otherwise.
14. If a super load will enter PA from another state, the move begins date should be assigned one weekday ahead of the day scheduled for the State escort to begin in PA. This will ensure the permittee has a valid permit if the super load would arrive at the PA line ahead of schedule and is creating a highway safety concern. In this event, a State escort may need to accompany the super load to the nearest safe parking

location, where it will wait until the scheduled State escort start time. Additional charges will be assessed in this event to offset additional costs incurred.

15. The State escort will notify the affected Permit Office when there is overt damage attributable to the super load. It is recommended that this damage be photodocumented upon being notified by the State escort so that the motor carrier can be invoiced for all restoration costs.
16. If there are damages, the County Maintenance Unit should promptly process a billing invoice thru the existing SAP accounting system to the permittee.
17. Super loads will be randomly selected by the PA State Police for inspection and weighing before movement. This activity will take two hours or longer depending on the number of axles. When this occurs, additional costs will be assessed and billed separately by the PA State Police.
18. Occasionally, a preliminary super load application will identify a second motor vehicle (called a push truck or pull truck) when the applicant anticipates that the overweight super load cannot negotiate grades on the proposed route. In this event, the Central Permit Office may pursue intermodal alternatives with the applicant. If an applicant is authorized to use a second motor vehicle, the following policy will govern:
 - a. Combination is defined as two or more vehicles physically interconnected in tandem.
 - b. If the additional motor vehicle is physically connected for the entire move, the additional motor vehicle must be identified as being part of the combination on the preliminary and final review.
 - c. If an additional motor vehicle is not physically connected for the entire move (e.g., temporary contact to push up steep grades), the additional motor vehicle should not be listed on the Permit. Such vehicle may not travel with the permitted vehicle across any bridge at the same time. If the additional motor vehicle is, itself, oversize/overweight, a separate permit is required.
19. Occasionally, a preliminary super load application will identify more than one *identical oversize* nondivisible article, which may be authorized if:
 - a. one article cannot be transported as a non-super load by being repositioned on the trailer;
 - b. one article will, itself, cause the super load length or width limit or the legal height limit to be exceeded;
 - c. the additional article(s) does not cause any other super load size limit or any legal weight limit to be exceeded; and
 - d. no total oversize measurement is increased by the additional article(s).
 - e. the trailer does not exceed 53' in length.

The applicant may be asked to provide details on the sizes of each article whenever more than ONE load is identified on the application to help the Department to decide whether the additional articles constitute an oversize/overweight divisible load as well

as drawings of both the trailer and articles and the placement of the articles on the trailer. The Department may require the combination to be inspected and weighed before each final super load permit is issued.

During manual review, the Central Permit Office will modify Permit Restriction Code(s): 6488 and - if axles exceed 27,000 pounds - 5264. The Central Permit Office will also consider adding the following Restriction Codes, if applicable: 3092, 6428, 6476, 6477 and 6496.

The normal preliminary application fees, conference call fees, single-trip permit issuance and ton-mile fees, and special processing fees will be charged.

65A, B, & C - MOTOR VEHICLE (No Load)

SME (UNLOADED)

SINGLE-TRIP

65A	Motor Vehicle (Self-propelled SME other than a Crane)
65B	Crane with Boom
65C	Crane

The Vehicle Code (Sections 4961(a)(1) and 1942) authorizes a permit to be issued for oversize/overweight movement generally, along specified State Routes. This Load Type is designated for movement of self-propelled, **unloaded** SME, under a single-trip permit, consistent with the following:

1. The Vehicle Code (Section 102) defines Special Mobile Equipment as a vehicle not designed or used primarily for the transportation of persons or property and only incidentally operated or moved over a highway, such as earth moving and road construction machinery and the larger self-propelled cranes. The term does not include vehicles designed for the transportation of persons or property to which machinery has been attached.
2. The Vehicle Code (Section 4921(b)) allows Special Mobile Equipment that does not exceed 9 feet 2 inches in width to be driven, hauled or towed between sunrise and sunset on highways other than freeways without a Special Hauling Permit, consistent with Regulation 187. See Load Type 46 for freeway movement permits.
3. Section 1302 of the Vehicle Code exempts from registration any oversize or overweight vehicle moved under a permit and without a load. Therefore, the ton-mile fee on oversize or overweight motor vehicles shall be based on their entire Gross Weight, unless the vehicle is registered as a truck or truck tractor. Identify Special Mobile Equipment (and any other unregistered vehicle) by the last six digits of the manufacturer's serial number (VIN).
4. Form M-936AS shall be submitted whenever any axle weight exceeds 27,000 pounds or whenever the Gross Weight exceeds 136,000 pounds (also see Form M-936AS submission requirements). Whenever any axle weight exceeds 50,000 pounds, deny the application under this Permit Load Type.
5. Tracked vehicles (with or without pads) are not authorized to operate along the highway under a Special Hauling Permit (see Vehicle Code, Section 4525 and Regulations 179.8(5) and 179.12(a)(5)). However, persons working under authority of a Highway Occupancy Permit may be authorized to operate tracked equipment along a highway consistent with Regulations 441 or 459, an approved traffic control plan (TCP), the Highway Occupancy Permit (Form M-945P), and the Permittee's Acknowledgment of Additional Highway Restoration Obligation (Form M-945U).
6. A boom is a long beam projecting from the mast of a derrick to support or guide cargo or a load. A boom is used to lift cargo rather than to dig earth like an excavator.
7. The permitted vehicle can maintain a minimum speed of 40 miles per hour on freeways.

Section 4963 of the Vehicle Code specifies that: when operating within the established construction or maintenance project limits as specified in the highway construction plans or contract documents, no permit shall be required for movement of oversize or overweight

vehicles of PennDOT or a contractor currently involved in the authorized construction or maintenance of the highway . Section 4963 does not specifically exempt any movement for which a permit would not be issued in the first place, such as: (1) oversize/overweight movement of divisible loads, or (2) movement of legal size and weight vehicles that are not registered in PA (see Section 107.02(c) of Publication 408). In addition, Section 4963 does not allow movements on posted bridges unless the posted bridge is currently being reconstructed or maintained consistent with Section 4963, as amended.

Special instructions when entering this Load Type:

- ✓ Enter "0" for the legal weight.
- ✓ Enter "0" for the load quantity.
- ✓ Leave the Load Serial ID blank.

The normal single-trip permit issuance and ton-mile fees will be charged.

66 - VEHICLE & OVERWIDTH/OVERHEIGHT NONDIVISIBLE LOADSingle Truck
SINGLE-TRIP

The Vehicle Code (Sections 4961(a)(3) and 1942) authorizes a permit to be issued for certain oversize movements generally, along specified State Routes, consistent with the following:

1. Permits may be issued to a vehicle containing a nondivisible load that exceeds only the maximum width or height limitations specified in Sections 4921 and 4922, respectively.
2. A nondivisible load that cannot be hauled by a vehicle (due to excess length or weight) may qualify for a permit if hauled on a combination (e.g., Permit Load Type 67 A - J).

The normal single-trip permit issuance fees will be charged.

67A – J - COMBINATION & OVERSIZE/WEIGHT NONDIVISIBLE LOAD

Combination

67A	Combination - Load = General (non-vehicle load)
67B	Combination - Load = Crane
67C	Combination - Load = Excavator
67D	Combination - Load = Loader
67E	Combination - Load = Paver
67F	Combination - Load = Scraper
67G	Combination - Load = Truck
67H	Combination - Load = Miscellaneous Vehicle (load not specified above)
67J	Combination - Load = Oversize Built-up Loads

The Vehicle Code (Sections 4961(a)(2) and 1942) authorizes a permit to be issued for oversize/overweight movement generally, along specified State Routes. This Load Type is designated for movement of nondivisible loads on a combination, under a single-trip permit, consistent with the following:

Regulations 179.8(4) and (5) contain both "review" and "permitted" axle and Gross Weight limits for combinations. An application (Form M-936AS) shall be submitted by the applicant to the issuing District for concurrent review by each affected District Bridge Engineer if any Table 8-2 axle or any Table 8-1 general Gross Weight limit in Chapter 179 is exceeded. Whenever a combination's axle or Gross Weight exceeds the maximum weight limit allowed under the permit, notify the applicant that transporting equipment with additional axles is required (it is assumed all removable parts are already removed).

The last six digits of the load's serial number or - if none - the last six digits of the bill of lading number or other shipping document number shall be listed on the application and permit. Identify manufactured articles by the last six digits of the manufacturer's item number (e.g., beam number). If a manufactured article has no manufacturer's number, the applicant may use a bill of lading number or, if necessary, hand-painted identification.

A permit may be issued for the movement of a combination consisting of one or more dollies (e.g., jeep dollies, stinger axles) when transporting an overweight nondivisible load. Dollies may be hauled on the semi-trailer before and after the load is transported.

The normal single-trip permit issuance and ton-mile fees will be charged.

68A - MISCELLANEOUS - Scraper Drawn Piggyback

Combination
SINGLE-TRIP

The Vehicle Code (Sections 4961(a)(2) and 1942) authorizes a permit to be issued for oversize/overweight movement generally, along specified State Routes. This Load Type is designated for movement, under Regulation 179.8(5)(iii)(A), of a scraper drawn piggyback as part of a combination, under a single-trip permit, consistent with the following:

1. No scraper axle in contact with the highway may exceed 50,000 pounds.

Special instructions when entering this Load Type:

- ✓ Enter "0" for the load quantity.
- ✓ Leave the Load Serial ID blank.
- ✓ Enter the Scraper's serial number in the Drawn "Equipment Type" "Registration/VIN Num" field.
- ✓ Enter N/A in the State field.

The normal single-trip permit issuance and ton-mile fees will be charged.

68B - MISCELLANEOUS - Towed Vehicle(s)

Combination
SINGLE-TRIP

The Vehicle Code (Sections 4961(a)(1) and 1942) authorizes a permit to be issued for oversize/overweight movement generally, along specified State Routes. This Load Type is designated for movement of towed vehicles as part of a combination, under a single-trip permit, consistent with the following:

Use this Load Type only when no other Load Type correctly identifies the permitted load. A "twin trailer" or "triple trailer" or a "turnpike double" or a "rocky mountain double" cannot be authorized under Permit Load Type 68, because the Department does not have authority to issue such a permit. In other words, the Miscellaneous Load Types cannot be used to circumvent statutory or regulatory restrictions on permit issuance authority.

If a particular vehicle or load could be assigned more than one Load Type, do not use Load Type 68. Instead, use the lowest applicable Load Type number.

Special instructions when entering this Load Type:

- ✓ Enter "0" for the load quantity.
- ✓ Leave the Load Serial ID blank.
- ✓ Enter the Towed Vehicle's serial number in the Drawn "Equipment Type" "Registration/VIN Num" field.
- ✓ Enter N/A in the State field.

The normal single-trip permit issuance and ton-mile fees will be charged.

68C - MISCELLANEOUS - Towed Mobile Unit

Combination
SINGLE-TRIP

The Vehicle Code (Sections 4961(a)(1) and 1942) authorizes a permit to be issued for oversize/overweight movement generally, along specified State Routes. This Load Type is designated for movement of a towed mobile unit (i.e., office trailer or mobile MRI unit) as part of a combination, under a single-trip permit, consistent with the following:

Use this Load Type only when no other Load Type correctly identifies the permitted load. A "twin trailer" or "triple trailer" or a "turnpike double" or a "rocky mountain double" cannot be authorized under Permit Load Type 68, because the Department does not have authority to issue such a permit. In other words, the Miscellaneous Load Types cannot be used to circumvent statutory or regulatory restrictions on permit issuance authority.

If a particular vehicle or load could be assigned more than one Load Type, do not use Load Type 68. Instead, use the lowest applicable Load Type number.

Special instructions when entering this Load Type:

- ✓ Enter "0" for the load quantity.
- ✓ Leave the Load Serial ID blank.
- ✓ Enter the Towed Mobile Unit's serial number in the Drawn "Equipment Type" "Registration/VIN Num" field.
- ✓ Enter N/A in the State field.

The normal single-trip permit issuance and ton-mile fees will be charged.

68D - MISCELLANEOUS - Manufactured Building Unit

Combination
SINGLE-TRIP

The Vehicle Code (Sections 4961(a)(2) and 1942) authorizes a permit to be issued for oversize/overweight movement generally, along specified State Routes. This Load Type is designated for movement of a manufactured building unit (i.e., concrete prison cells) on a combination, under a single-trip permit, consistent with the following:

Use this Load Type only when no other Load Type correctly identifies the permitted load. A "twin trailer" or "triple trailer" or a "turnpike double" or a "rocky mountain double" cannot be authorized under Permit Load Type 68, because the Department does not have authority to issue such a permit. In other words, the Miscellaneous Load Types cannot be used to circumvent statutory or regulatory restrictions on permit issuance authority.

If a particular vehicle or load could be assigned more than one Load Type, do not use Load Type 68. Instead, use the lowest applicable Load Type number.

The normal single-trip permit issuance and ton-mile fees will be charged.

68E - MISCELLANEOUS - Crane & Boom Dolly

SME

SINGLE-TRIP

The Vehicle Code (Sections 4961(a)(1) and 1942) authorizes a permit to be issued for oversize/overweight movement generally, along specified State Routes. This Load Type is designated for movement of a crane with a boom supported by a boom dolly, under a single-trip permit, consistent with the following:

A boom is a long beam projecting from the mast of a derrick to support or guide cargo or a load. A boom is used to lift cargo rather than to dig earth, like an excavator.

Use this Load Type only when no other Load Type correctly identifies the permitted vehicle. The Miscellaneous Load Types cannot be used to circumvent statutory or regulatory restrictions on permit issuance authority.

If a particular vehicle or load could be assigned more than one Load Type, do not use Load Type 68. Instead, use the lowest applicable Load Type number.

Applicants may use dollies instead of removing parts from a vehicle. Dollies reduce axle weights. Be sure to identify dollies as separate vehicles on the permit.

Special instructions when entering this Load Type:

- ✓ Enter "0" for the load quantity.
- ✓ Leave the Load Serial ID blank.
- ✓ Enter the Boom Dolly's serial number in the Drawn "Equipment Type" "Registration/VIN Num" field.
- ✓ Enter N/A in the State field.

The normal single-trip permit issuance and ton-mile fees will be charged.

68F - MISCELLANEOUS - Movement of Load After Citation

Single Truck or Combination

SINGLE-TRIP

The Vehicle Code (Sections 4961(a)(2)-(3)-(4)-(5)-(7) and 1942) authorizes a permit to be issued for oversize/overweight movement generally, along specified State Routes. This Load Type is designated for movement, under Regulation 179.9(d), of a load - NOT SME - on a single truck or combination, after issuance of a Citation, under a single-trip permit, consistent with the following:

1. Except as noted in item 2 below, use this Load Type only:
 - after issuance of a Citation, and
 - it is determined the load would not have qualified for a permit.For example, this Load Subtype may be used to authorize movement back to the point of origin or other place of safety - other than the intended destination - if the load is divisible or does not otherwise qualify for a permit.
2. Manufactured Housing. This Load Type will also be used under authority of Regulation 179.11(a)(4), as amended in part by Vehicle Code Section 4973, if a manufactured housing unit is cited for exceeding the specified maximum size or weight limits applicable to manufactured housing units moving on PA highways. Such a permit must be pre-approved - by flagging the Central Permit Office - and mutual agreement must be reached on whether the cited vehicle will be permitted to move back to the point of origin or other place of safety - other than the intended destination. In this instance, also notify the Central Permit Office immediately so the manufacturer can be contacted about this violation and be instructed to provide written documentation on how many units were manufactured and written assurances that no more units will be built or moved on PA highways. An on-site plant inspection may be required before additional permits may be issued, under authority of Section 6104(b) of the Vehicle Code. Note: A permit may be issued promptly in this instance only if the cited vehicle presents a roadside hazard, in which case the vehicle may be moved only to a place of safety - other than the intended destination.
3. A combination (hauling a nondivisible load) which does not exceed its registered Gross Weight but does exceed an axle weight limit may qualify for this permit if the load cannot be repositioned to bring the axle weight(s) into compliance and if other equipment with additional axles cannot be used.
4. If a particular vehicle or load could be assigned more than one Load Type, do not use Load Type 68. Instead, use the lowest applicable Load Type number.

The normal single-trip permit issuance and ton-mile fees will be charged.

68G - MISCELLANEOUS - OS/OW Empty Semi-trailer

Combination
SINGLE-TRIP

The Vehicle Code (Sections 4961(a)(1) and 1942) authorizes a permit to be issued for oversize/overweight movement generally, along specified State Routes. This Load Type is designated for movement of an empty oversize or overweight semi-trailer as part of a combination, under a single-trip permit, consistent with the following:

The semi-trailer is unloaded.

Use this Load Type only when no other Load Type correctly identifies the permitted load. A "twin trailer" or "triple trailer" or a "turnpike double" or a "rocky mountain double" cannot be authorized under Permit Load Type 68, because the Department does not have authority to issue such a permit. In other words, the Miscellaneous Load Types cannot be used to circumvent statutory or regulatory restrictions on permit issuance authority.

If a particular vehicle or load could be assigned more than one Load Type, do not use Load Type 68. Instead, use the lowest applicable Load Type number.

The normal single-trip permit issuance and ton-mile fees will be charged.

68J - MISCELLANEOUS - Construction Equipment

Combination
SINGLE-TRIP

The Vehicle Code (Sections 4970(c) and 1942) authorizes a permit to be issued for oversize/overweight movement generally, along specified State Routes. This Load Type is designated for movement of construction equipment on a combination, under a single-trip permit, consistent with the following:

1. Must be **"...used exclusively for highway construction..."**
2. Max. permitted Gross Weight (pounds) = 135,000.
3. Max. Width = 10'.
4. Special lighting required for night movement (See Regulation 179.10(7)(iii)).
5. Following pilot car required for night movement.
6. Section 4970(c) specifies numerous conditions relating to 24/7 movement outside of designated urbanized areas.
7. Travel 24/7 outside urbanized areas; except holidays & inclement weather (must travel at prevailing speeds).
8. Normal travel restrictions apply within urbanized areas.
9. Permit conditions require a pilot car when traveling at night, consistent with the statutory requirement and consistent with all other permitted nighttime movements.
10. Identify last 6 digits of load serial #.

The normal single-trip permit issuance and ton-mile fees will be charged.

CHAPTER 4 - INTEROFFICE COORDINATION

Certain application reviews and permits require coordination and cooperation with other agencies and Department organizations. This Chapter details these coordination policies and procedures.

4.1 - CENTRAL OFFICE COORDINATION

The Central Permit Office shall be contacted (by flagging the application) before approving any permit application which conflicts with a policy or procedure in this Manual, (e.g., continuous movement can ONLY be approved by the Central Permit Office) and as follows:

1. State Escorts

The Vehicle Code (Sections 4901 and 4962) and Regulation 179.10(12) specifies when a State escort is required; namely:

- a. super loads,
- b. a building which exceeds 16 feet in width, or
- c. while any provision of the Vehicle Code is being contravened (for example, moving in the wrong direction of a travel lane or ramp).

Regulation 179 authorizes uniformed State Police and uniformed local police escorts and uniformed PennDOT escorts. Super load State escort start locations, dates and times are coordinated initially by the Central Permit Office. As part of a Final super load application, the applicant must provide evidence that arrangements are being made for a local police escort, or provide the following information to the Central Permit Office for scheduling a State escort:

- a. Specific starting location in Pennsylvania.
- b. First travel day in Pennsylvania.
CPO will schedule based on available "slots". (If a super load will enter PA from another state, the move begins date should be assigned one weekday ahead of the weekday scheduled for a State escort to begin in PA, to ensure the permittee has a valid permit if the super load arrives at the PA line ahead of schedule.) In this event, the State may escort the super load to the nearest safe location, to wait for the scheduled PA escort start time.
- c. Starting time. CPO will schedule based on available "slots", urbanized area restrictions, sunrise and sunset times.

The permit will specify which type of State escort or local police escort will accompany a permitted movement, including the scheduled "slot" if a State escort. The permittee shall reimburse the Commonwealth for all State escort costs incurred.

Department permit, bridge, traffic or maintenance staff may also accompany State escorts where deemed necessary by the Department. In this case, include this information as a condition of the District's approval of the preliminary application.

All arrangements for State escorts or local police escorts of super loads shall be coordinated by the motor carrier through the Central Permit Office. This would include requests for Supplements (Form M-945S) to change the State escort start **date**. A Supplement is **not** required to change the scheduled State escort start **time** (see Regulation 179.9(g)(2)(iii)).

When a State escort is required, the applicant shall apply for a Final super load permit and forward all required information by APRAS Web to the Central Permit Office at least **48 hours** (plus weekends and holidays) before the requested movement starting time. The Central Permit Office will notify the State Police - Bureau of Patrol at least **24 hours** (i.e., eight work hours) before the scheduled movement starting time, which - if acceptable to the State Police will be coordinated with the affected Troop Headquarters. If the proposed State escort date or time is not acceptable to the State Police, the Central Permit Office will schedule the permitted move to begin on the next available State escort date and time "slot", consistent with the established 48-hour advance notice requirement.

This advance notification is necessary to allow the State Police and Central Permit Office staff adequate time to arrange schedules with affected Troop Headquarters and to ensure adequate staff is available for the number of moves which may be scheduled for different permittees throughout the State on the same day.

Because of roadway capacity, inconvenience to motorists and State Police, the Central Permit Office will adhere to the following mutually agreed upon State escort scheduling policies unless mutually exempted by both the Central Permit Office and the State Police - Bureau of Patrol (also see Chapter 3, Load Type 64). These policies are also intended to reduce traffic problems that occur when super load transporting equipment breaks down en route:

- Schedule no more than **three** super load State escorts to begin movement per PennDOT District per **day**. These "slots" will be available on a first-come-first-served basis. Any State escort arrangements not consistent with this protocol will be assessed additional fees for special processing and actual overtime State escort costs.
- Schedule only **two "similar"** super load State escorts to begin movement on any one **day** (three if bridge beams - See Load Type 64 discussion).
- Schedule only **one** super load State escort to begin movement at the same time (two if bridge beams - See Load Type 64 discussion).
- Allow a **two-hour separation** between super load State escorts start times. Typical State escort start times are 9 AM, 11 AM, and 1 PM. However, 7 AM and 3 PM may occasionally be authorized (consistent with available "slots", urbanized area restrictions, and sunrise and sunset times).
- Schedule no super load State escort to travel on a Saturday after 12 noon, a Sunday, a travel-restricted holiday or a holiday when State Offices are closed. Schedule no super load State escort to begin travel on a Saturday.

2. Overweight Axle Security (see Chapter 3, Codes 52, 54, 60, 64)

PennDOT is authorized to require security under both the Vehicle Code (sections 4962(a) and 4962(d)) and Regulations (sections 179.7(c) and 179.8(5)(ii)(C)). If one or more axles exceed 27,000 pounds, security must be submitted with any application for:

- (1) an annual permit to move an overweight vehicle or combination across and/or along a State highway, or
- (2) a single trip permit to move a super load or a building (built on-site, reference Permit Type "60 Building" and Load Type 60).

Do **not** use these procedures for Load Type 34 "Excess Damage" Permit security, which is subject to a different statute, axle weight thresholds, security amounts, security durations, security type, restoration requirements and invoice notice requirements.

If there is not already acceptable security - either an active Overweight Permit Bond, Form M-937C, or an irrevocable letter of credit, Form M-937 LC, (see Regulation 179.7(c)) - in effect for a particular permittee at a particular location, and security is necessary to ensure highway restoration due to excess axle weights, instruct the applicant to submit a completed bond or letter of credit form. The security must contain the required original signatures and seals.

The security may cover one or more permits issued to the same person at the same highway location over a period of years, until cancellation is approved by the affected District Office (one year after the expiration of the permit(s)).

The District Permit Office shall prepare one photocopy of the security document received from the applicant and forward with the original security document to the Office of Chief Counsel on Form M-930S for execution. The security document is assigned a blanket agreement number by the District Permit Office. This agreement number must be typed on every permit covered by the security, before issuance. Allow 10 days for Central Office processing of security documents.

Upon approval, the security packet is distributed. The Central Permit Office retains the approved "original" security and one copy on Load Type 64 permits. The District Permit Office retains the approved "original" security and one copy on Load Type 52 and 54 permits.

The District Permit Office's copy of the approved blanket security along with the original application(s) and all issued permit(s) covered by the security must be retained in a "tickle" file. Each year, approximately two months before the permit expiration date, the highway must be inspected for damages. Photodocumentation of the highway is recommended. Do not issue new permits under the approved security until the crossing has been inspected for damages.

If there are documented damages, the Posted and Bonded Road Coordinator should promptly notify the permittee, in writing, of the damages with notice to repair same by a specified date.

- If the security is a bond and repairs are not satisfactorily completed by the permittee, notify the surety company, in writing, that the Department will be doing the repairs and that the surety will be responsible for reimbursing the Department. Provide copies of this letter to the Office of Chief Counsel, the affected County Maintenance Manager and the permittee.
- If the security is a letter of credit (Form M-937 LC), the bank will pay the Department's representative upon its demand for payment. Only costs actually incurred or estimated to be incurred may be demanded under the letter of credit.

(Also see Publication 23, Chapter 17, regarding "Reimbursable Activities.")

It is recommended that the field view be photodocumented to identify the current condition of the highway. Maintain photodocumentation in the District in an orderly, promptly retrievable manner. Polaroid photos provide immediate verification that the subject is depicted and allow for immediate annotations as noted below, whereas 35 mm photos provide greater detail and additional quality copies can be produced for evidence at legal proceedings. Digital photos or videotape (VHS format) provide excellent photodocumentation at less cost. Photodocumentation should contain the following notations, as a minimum:

- a. Taken by (photographer).
- b. Date and time photodocumentation made.
- c. Location pictured (S.R., Segment, and Offset).
- d. Subject (what is being depicted?).

If the Department must resort to collecting on the bond, it will be necessary for the permittee to submit a new bond (and bond number) for approval, as security for future permits authorizing movement at the damaged location. The letter of credit amount may need to be increased if the amount remaining is not adequate to reimburse the Department for potential future highway damage. However, the Department may elect to place pending applications on hold, until the highway is satisfactorily restored at the permittee's expense.

The total amount of security can be no less than \$25,000. The Posted and Bonded Road Coordinator may need to require additional security in an amount consistent with anticipated damage that may occur to the highway section by virtue of the multiple movements.

How to Guides for completing the Overweight Permit Bond (Form M-937C) and the Letter of Credit (Form M-937 LC) are posted on the PennDOT Web Site.

3. Certified Movements

When the Department of Defense (DOD) certifies a movement as being essential to the National defense, a representative of the Military Traffic Management Command (MTMC) will contact the Central Permit Office, and provide a Case Number, requesting continuous movement (nighttime, weekend and holiday) consistent with AASHTO/DOD policy. DOD policy states that no vehicle movement that exceeds legal limitations or regulations, or that subjects highway users to unusual hazard, will be made without prior permission from state, local and/or toll authorities, and, that sufficient time must be provided to process permit requests ... to avoid "crisis" negotiations.

The Central Permit Office will notify all District APRAS Coordinators, of all approved DOD requests and will authorize the originating District Permit Office to issue one or more permits, using Load Type 58C, under the approved Case Number.

Regulation 179.10(7)(v) requires such movements to be escorted with a following pilot car.

Load Type 58C certified moves are different from Load Type 57 emergency moves because Load Type 57 emergencies are truly unforeseen occurrences which may require movement to begin on weekends, evenings and holidays. Load Type 58C certified moves are typically scheduled moves which must arrive at their destination by a specific time or which should not be stopped en route due to load security concerns and, thus, may travel through several States on weekends, evenings and holidays while en route. According to DOD policy, certified move requests should be made 30 workdays in advance. While this lead-time is rare, a five-day notice is expected to allow for necessary notification and coordination of certified movements.

Applicants who apply for a permit using Load Type 58C must provide a Case Number which matches the information associated with the Case Number forwarded from the Central Permit Office (not the motor carrier). The Case Number must be listed on the permit along with the authorization to travel continuously.

Applicants who do not use Load Type 58C or who do not provide a Case Number already approved by the Central Permit Office shall not be authorized continuous movement.

4. Urbanized Areas

Regulation 179.10 establishes travel period restrictions based on **statewide** traffic volumes on different types of highways. It is the responsibility of each District Traffic Engineer to decide what areas in its District, if any, are to be designated as urbanized areas on Form M-938. About once each Administration as the base state map is updated with new Interstate highways, the Central Permit Office will request each District Traffic Engineer to review its urbanized area boundaries. Because this form review and update is done infrequently, there is typically confusion when reviewing this form prior to an update. Following are the review criteria.

Requests for urbanized area modifications should consider whether a particular route in an urbanized or congested area contains peak AM and PM commuter “rush” hour traffic volumes that are reasonably consistent with the statewide-urbanized area restricted travel periods specified in Regulation 179.10 (i.e., 7:30 AM to 9 AM and 4 PM to 7 PM). If the Traffic Engineer determines a highway section is operating at or near capacity during these commuter travel times, consideration should be given to including the highway section within the designated urbanized area on Form M-938. However, consideration must also be given to the fact that permitted movements that are restricted from travel during commuter rush hours are **not** restricted from weekend movement in these designated urbanized areas. See Regulation 179.10(7)(ii).

There is more than one type of urbanized area. Urbanized areas on Form M-938 do **not** normally contain the same boundaries as the U.S. Census urbanized areas, because permit urbanized areas are based on different criteria (i.e., highway capacity) than U.S. Census urbanized areas.

An electronic copy of Form M-938 is available on PennDOT’s Web Site. To print a more detailed map of any urbanized area, the ‘Online Version’ should be accessed, then click on the specific area, and print the resulting map.

All registration agreements (Form M-936RA) state: “APPLICANT will ensure that any required permit and a copy of DEPARTMENT Form M-938, which is available upon request, is carried inside the operator’s cab of all motor vehicles engaged in special hauling operations in a place readily accessible to the operator and law enforcement officials upon request. APPLICANT will instruct all of its operators to carefully read and comply with DEPARTMENT Form M-938, together with the permit and any special instructions listed on or attached to the permit.”

Permit Services are required to provide applicants with a copy of Form M-938. Furthermore, Regulation 179.13(1) states: “(1) The permit service shall provide the applicant with a copy of the permit and Form M-938.”

Regulation 179.10(1) states: “The driver shall carry the permit and a copy of Form M-938 in the permitted vehicle and shall have these documents available for inspection by a police officer or representative of the Department.”

4.2 DISTRICT OFFICE COORDINATION

A. DISTRICT TRAFFIC UNIT

The District Traffic Engineer is responsible for the following reviews:

- ▶ Longer combination vehicles (LCV) on Designated National Network.
- ▶ Traffic control plans (TCP), signing and flagging for highway crossing permits and tracked vehicle crossings (Load Types 52, 53 & 54A).
- ▶ Requests for continuous movement for highway crossing permits (Load Types 52 & 54).
- ▶ Approval of 102" trailers for annual permits for movement during course of manufacture (Load Type 51A).
- ▶ Traffic control plans (TCP), detour signing and routing for buildings (Load Type 60).
- ▶ Super load route reviews, particularly turning movements in urban areas (Load Type 64).
- ▶ Chapter 193 postings.
- ▶ Determine parameters of urbanized areas on Form M-938.

B. WORK ZONE DETOURS:

In many long-term work zones, the passage of overlength and overwidth vehicles is restricted because of narrow roadway widths and lane changes separated by concrete barriers, which channel traffic through the construction area. The following policies and procedures address this situation, but a continual cooperative effort must be exerted to avoid mishaps and the resultant expenditure of funds to remedy such avoidable problems.

On contract work, the contractor is required under the Publication 408 Contract Specifications (see below) to notify the District Construction Unit before starting work and before completing work, which restricts the flow of traffic through the work zone.

The District Construction Unit is required, in turn, under Publication 2, Project Office Manual, (see below) to notify the District Permit Office upon receipt of notice from the contractor that work will start or be completed on a highway section which restricts the flow of traffic through the work zone.

District Permit Offices will receive and, in turn, must promptly:

- (1) Create one (or more, in the case of coincident routes (e.g., 11/15) or roads coded as 'divided' in RMS) Miscellaneous Restrictions in APRAS, to ensure vehicles are not routed by APRAS through the temporary restriction, and

- (2) Create an Administrative Message in APRAS which is posted on the PennDOT WAN. The Administrative Message will provide written notification to all Permit Offices about those traffic routes (that their Construction Unit has notified them about), which restrict the flow of traffic, consistent with Form M-937R. The Administrative Message format is posted on PennDOT's WAN.
- (3) Flash Messages. The use of "flash" Administrative Messages should be limited to notices that were posted late (e.g., within five days of a restriction).

The Central Permit Office will "re-version" District Administrative Messages, where appropriate, so the message can also be viewed by Web applicants.

1. **Notification**

- ▶ Publication 408, Section 901.3(m) requires contractor to provide District Construction Unit 14 days advance notice before implementing or changing lateral lane restriction less than 16 feet in width and 7 days advance notice before removing the restriction.
- ▶ Publication 2, Project Office Manual, Part C, Section 3, Pages 5-1 - 5-7, requires District Construction Unit to provide 10 days advance notice to District Permit Office.
- ▶ Forms M-937R & RO (Highway/Ramp/Bridge Restriction & Opening Due to Construction Project) require the District Construction Unit to provide the District Permit Office 10 days advance notice before a restriction (Form M-937R) and 5 days advance notice before an opening (Form M-937RO).

If oversize vehicles are to be prohibited from a construction area, the Construction Unit must forward the construction project restriction notification (via Form M-937R) to the District Permit Office at least 10 days in advance. When a restricted highway is to be opened, the same notice must be provided at least 5 days in advance.

2. **Creating Canned Routes in APRAS**

When creating a Miscellaneous Restriction, specify whether or not a Detour Canned Route will be linked to the Miscellaneous Restriction as follows:

Miscellaneous Restriction Detour Selection	Applicant Willing To Accept Alternate Route Selection	End Results (if proposed routes fail analysis)
Yes	No	Auto Denied W/out Comment or Manual Review (Detailed Review Code FG)
Yes	Yes	Detour Canned Route applied.
Manual	No	Manual Review Deny application.
Manual	Yes	Manual Review Attempt to edit routes.

No	No	Auto Denied
No	Yes	Routes System Generated.

- 5.3 **Yes:** A linked Canned Route must be linked to the restriction and will be applied if the applicant is willing to accept alternate routes and if - based on vehicle configuration - proposed routes fail analysis.
- 5.4 **Manual:** A Canned Route will not be linked to the restriction. If the applicant is willing to accept alternate routing and if - based on vehicle configuration - proposed routes fail analysis, the District should attempt to edit the routing.
- 5.5 **No:** No Canned Route will be linked to the restriction. If applicant is willing to accept alternate routing and if - based on vehicle configuration - proposed routes fail analysis, APRAS will generate routing.

Contact the appropriate local jurisdiction for authorization before creating a canned route that includes a local road. (See Web Sites posted on PennDOT WAN).

3. Advance Warning Sign

The "Vehicles Over ____ Ft Wide Prohibited" Sign (R14-16-1) and appropriate supplemental plaques should, wherever possible, be used to detour oversize vehicles around construction areas, consistent with the following:

- a. Be sure the detour does not include posted roads, bridges or hills.
- b. Be sure the detour around one construction area does not interfere with any other construction area.
- c. Certain types of vehicles have special legal size limitations on non-limited access highways. This includes:
 - (1) 9 foot-2 inch wide Special Mobile Equipment.
 - (2) 10 foot to 14 foot-6 inch wide Implements of Husbandry.

Also, some oversize vehicles operate under authority of a "blanket" (i.e., specific routes not listed on permit) seasonal or annual permit on certain highways. Advance warning signs could also be helpful for these situations.

Vehicles Over ____ Ft Wide Prohibited Sign (R14-16-1)

The "Vehicles Over ____ Ft Wide Prohibited" Sign (R14-16-1) may be used where restricted roadway widths or other conditions will not accommodate vehicles or loads over a certain width. Supplemental plaques such as "Beyond Exit _____," "Beyond Next Exit," "Beyond Next Intersection" may be added as necessary.

4. Resolving Problems

If an oversize vehicle approaches a construction area, the Department's project manager or inspector should direct the driver to pull over, to allow normal traffic to

continue. Then, ask the driver to display the permit (employees are hereby authorized to ask under Section 4962(b) of the Vehicle Code).

- a. If the driver has no permit, summon a police officer to issue a citation. If the police officer does not issue a citation, issue a Departmental Citation (Form M-945C). Direct the driver to apply for a permit "immediately" at the nearest Permit Office.
- b. If the driver displays a permit that does not authorize the permitted vehicle to travel through the construction area, summon a police officer to issue a citation and confiscate the permit. If the police officer does not issue a citation, issue a Departmental Citation (Form M-945C) and confiscate the permit (as employees are authorized to do under Regulation 179.16(a)(3)). Direct the driver to apply for a permit "immediately" at the nearest Permit Office.
- c. If the driver displays a single-trip (i.e., five day) permit authorizing travel through the construction area, promptly contact the issuing Permit Office to resolve the problem. In this instance, the issuing Permit Office may authorize the permitted vehicle to detour around the construction area, under approval of a Supplement.

5. **Moving Barriers**

If removing concrete barriers to enable the vehicle to negotiate the construction area is necessary, the District will reimburse the contractor only if the problem is attributed to the Department (as in #1 and #4(c) above).

6. **Exception Requests**

- ▶ Applicants sometimes contact highway contractors directly to arrange for exceptions to established restrictions.
- ▶ Contractors should be notified by a motor carrier at least 24 hours before a vehicle wider than the current project restriction will travel through a project, for two reasons:
 - ◆ so critical contractor activities might not be disrupted,
 - ◆ to ensure contractor worker safety when traffic is maintained adjacent to work zone.
- ▶ Loads that extend over concrete barriers present a safety concern for highway workers and should be carefully planned and coordinated if travel through active work zones is allowed.
- ▶ Contractors should be given the opportunity to specify critical times (i.e., days and hours) when vehicles wider than the current project restriction may or may not travel through a project.

- ▶ A contractor is not any more liable just because a period for travel through the project is specified by the contractor.
- ▶ Do not allow exceptions to established restrictions unless the highway contractor verifies in writing, on Form M-936CN, to (1) the issuing District, or (2) in the case of super loads to the Central Permit Office, that it has agreed to arrange for the movement through the construction area. In such case, the Permit should list the contractor's contact person and phone number, with instructions that the permittee notifies the contractor at least 24 hours before movement.
- ▶ If a contractor agrees to repeated requests, the contractor needs to explain why the established restriction cannot be relaxed or lifted for all permitted movements.
- ▶ If a contractor refuses to allow a vehicle wider than the current project restriction to pass through a project, the Department should not overrule the contractor unless the motor carrier provides the following for Department review:
 - ◆ a written route survey, (see Form M-936A RS) verifying the vehicle can negotiate through the project route and verifying there is no better alternate route;
 - ◆ a traffic control plan (TCP), showing how traffic flow will be accommodated; and
 - ◆ satisfactory indemnification.

7. **Lifting Restrictions**

The Construction Unit must notify the District Permit Office on Form M-937R at least 5 days before the completion of the construction project. Otherwise, the motoring public will be subjected to unnecessary permitted movements on detour routes.

The Miscellaneous Restriction(s) need to be deactivated when a temporary restriction due to construction is lifted (associated Canned Routes will also be deactivated). The same Administrative Message series number that was initially assigned to a temporary restriction Administrative Message should be used to notify other Permit Offices of a lifting as well as changes during construction.

4.3 - ADMINISTRATIVE MESSAGES

Each District APRAS Coordinator is authorized to create and modify Administrative Messages. Each District Permit Office should also have another staff member that is authorized by Central Permit Office to create and modify Administrative Messages when the District APRAS Coordinator is not available.

New Administrative Messages may include but are not limited to:

- RESTRICTIONS (i.e., temporary and emergency road or bridge closings, openings, or changes).
- TECHNICAL (i.e., information, problems, tips, office closings).
- OFFICE STAFFING (i.e., staff changes, availability).

Creating a New Administrative Message.

Miscellaneous Restrictions that are bi-directional require an Administrative Message for each direction.

- a. Select “**Administration**” from the Menu Bar in APRAS.
- b. Select “**Maintain Administrative Messages.**”
- c. Select “**New.**”
- d. Enter “**Miscellaneous Restrictions ID**” in the Restriction ID field.
- e. Select “**Retrieve Rest.**”
 - **Review the miscellaneous restriction** (the PowerBuilder Maintain Administrative Message form now retrieves miscellaneous restrictions and allows the users to save as an Administrative message and post to the website. Messages will stay posted on the Web for the entire duration of the miscellaneous restriction.
 - “**Restriction Start Date**” will default to the miscellaneous restriction start date.
 - “**Restriction End Date**” will default to the miscellaneous restriction end date.

Flash Messages.

Administrative messages requiring **immediate attention only** (i.e., emergency notification, immediately active restriction) should be posted using the “**Flash Message**” option box. A “**flash**” message will appear as a pop up message on other system users screens within about ten minutes. Good judgment must be exercised when applying the “**flash**” feature - **do not overuse the “flash” feature** by applying it to messages that do not require other user’s immediate attention.

Administrative Messages created for future broadcast should have a restriction start date at least 5 days prior to the subject occurrence.

Informational:

Enter message subject and message in the Message Text box.

Examples:

APRAS Web will be unavailable from 9:00 pm to 11:00 pm on 11-21-99 for technical updates.

Please extend complete the on-line survey available to all customers and users of APRAS.

- g. Click on **“Save”** button.
- h. Click on **“Close”** to exit or click on **“Reset”** to continue working on administrative messages.

Revised Administrative Messages may include but are not limited to:

- RESTRICTION UPDATES/REVISIONS.
- TECHNICAL (i.e., update status of previous message).

Revising an existing Administrative Message.

- a. Enter your changes for the miscellaneous restriction on the Miscellaneous Restriction window, and click on the **“Save”** button.
- b. Select **“Administration”** from the Menu Bar in APRAS.
- c. Select **“Maintain Administrative Messages.”**
- d. Retrieve desired Administrative Message Number by entering:
 - **Year** (if other than current year system default).
 - **District Office** (Office that created original message).
 - **Message Number**
 - **APRAS automatically retrieves the latest message version.**
- e. Click on **“Retrieve”** button.
- f. Click on **“Retrieve Rest.”** button.
- g. Click on **“Save”** button.
- h. Click on **“Close”** to exit or click on **“Reset”** to continue working on administrative messages.

APRAS will systematically re-number each version in sequential order every time an Existing message is saved.

4.4 - COUNTY OFFICE COORDINATION

A small number of motor carriers apply for their permits in person rather than apply by wire or through a permit service. Such applicants should be encouraged to obtain an Account Number and apply online since such applications will be processed quicker and at less overall cost.

County Office staffs must promptly forward (via fax) for review all completed applications that are **delivered** to the County Office **in person** by the applicant. Advise applicants their applications require processing and approval by the District Permit Office, and where applicable, coordination with other Districts before a Permit may be issued. **County Office staffs do not have the authority to change application information or to approve an application.**

Applications to County Offices shall be made in person (not faxed to the County Office) on Form M-936A, and shall be accompanied by a certified/cashier's check or money order, unless the application lists an account number. An insurance certificate and a certified/cashier's check or money order is required from persons not having a valid Account Number with the Department, under Regulations 179.4, 179.5 and 179.7.

County Office staffs must forward remittances to the District Permit Office **every three-work days**, consistent with Auditor recommendations.

The District Permit Office should ensure each County Office is using only current forms by providing Counties updated copies with instructions to dispose of obsolete editions.

4.5 - OTHER AGENCIES

1. TURNPIKE COMMISSION

a. Authority

The Vehicle Code (Section 6110) grants the Turnpike Commission authority to promulgate specific modifications to the Vehicle Code for movement upon the Turnpike.

Current information on PA Turnpike Permitting rules is posted on their Web Site at: <http://www.paturnpike.com/> and then clicking on Commerical/Over-Dimensional

Special Hauling Permits issued by the Department of Transportation are not valid for movement on the Turnpike, and vice versa.

b. Turnpike Code Number

When the Turnpike authorizes an oversize/overweight movement, the hauler is assigned a Turnpike Code Number. The turnpike code is a numeric 6-digit number starting with the year (08XXXX). Applicants for Special Hauling Permits who request continuous travel from highways under the Department's jurisdiction **onto** the Turnpike shall be asked to provide a Turnpike Code Number which authorizes movement in excess of the Turnpike's size/weight limitations. Companies who move oversize/overweight equipment on an emergency basis are provided a Turnpike emergency number "500."

Enter Turnpike Code Numbers on any permit requiring a code to travel **onto** the Turnpike from a State highway.

c. Holiday Travel Restrictions

The Pennsylvania Turnpike Commission does not issue special permits during designated holiday periods. The PA Turnpike holiday restrictions differ from PennDOT Holiday Travel Restrictions.

Holiday Travel Restrictions for State highways are posted on PennDOT's Web Site. Holiday Travel Restrictions for the Turnpike are posted on the Turnpike's Web Site (see address above).

Permits shall not be issued for any movement that involves the Turnpike as a destination or connecting route during any Turnpike holiday travel restriction period.

d. Application entry/review checklist:

- ◆ Select Turnpike” as the “State” for movements originating or ending on the Turnpike.
- ◆ Select interim Turnpike Gate Numbers to ensure continuity of routing.
- ◆ Enter the Turnpike Code Number (for travel onto the Turnpike) in the application. The Turnpike Code number will not appear on the permit.

The Pennsylvania Turnpike mileage is **not** included in the total distance.

2. Local Authorities

Local authorities control oversize/overweight movements on highways under their jurisdiction, as authorized under Section 4961(a) of the Vehicle Code. While few municipalities issue actual permits, it is still the applicant’s responsibility to secure the approval of each local authority having jurisdiction over local roads and streets, which are listed in (parentheses) on the permit.

Some municipalities want to be notified by the motor carrier before oversize/overweight vehicles travel on State roads in their municipality (under their police power authority in Section 6109(a) of the Vehicle Code). These municipal notification requirements are applied automatically once prompted routes are analyzed by APRAS. Municipalities wanting to be notified can be added to the APRAS Restriction Codes Table 8000 series (e.g., 8xyz, where xy is the county code and z is a sequential number in each county (1-9)) - by forwarding details to the Central Permit Office via Form M-937RRC posted on the PennDOT WAN.

Some municipalities want to be notified by PennDOT before oversize/overweight vehicles travel on State roads in their municipality. Such municipalities can be accommodated by adding an appropriate notice to the APRAS Restriction Codes Table (8000 series) and also adding the local agency to the Agency Table, which will allow a copy of each affected permit to be automatically emailed or faxed to the local agency, provided routes are prompted and the Restriction Code can be “linked” to a specific municipality in RMS or an SR or a Point of Interest or a state bridge.

3. Police

If an employee has a reasonable, suspicion that a person intends to operate in violation of the permit or without a permit, notify the police agency having jurisdiction over the point of origin. This action would be appropriate if some person states or implies that they intend to violate a law, regulation or a permit condition. The Pennsylvania State Police Troop Headquarters are listed in the Commonwealth Telephone Directory.

Provide the police particulars on the reasonable, suspicion, the vehicle, its owner, load and route of travel, when requesting that surveillance be intensified.

Likewise, if a police officer contacts a permit employee about a permit, be sure to provide complete cooperation. Counterfeit permits can be easily identified by verifying that permit information precisely matches the database.

4. **National Park Service**

Permission shall be obtained by the applicant from the National Park Service for travel on Traffic Route 209 between its southern intersection with SR 1016, which is approximately one mile north of Traffic Route 402 in Monroe County and its northern intersection with Traffic Route 6 in Pike County. The National Park Service phone number is 570-588-6344. The National Park Service approval number must be listed on the application.

5. **Highway Construction and Maintenance Projects**

Section 4963 of the Vehicle Code (as amended) exempts oversize or overweight vehicles used in established State highway construction or maintenance project limits - **as specified in the highway construction plans or contract documents** - from permits, provided such vehicles of the department or a contractor are currently involved in the authorized construction or maintenance of such highways. **Movement under this exemption is not authorized upon a posted bridge unless the posted bridge is currently being reconstructed or maintained.** Also see Section 107.02(c) of Publication 408. Also see Chapter 3, Load Type 58 and Load Type 65. Also see Chapter 8, Section 3.

6. **Public Utilities**

Regulation 179.10(13)(i)(C) requires the permittee to notify affected public utilities at least 24 hours prior to the permitted movement to arrange for the relocation of affected wires if the total height exceeds 14 feet, 6 inches. Public Utilities are listed in various phone directories provided by the phone company, private publishers and also on the Internet.

4.6 - APRAS DATABASE TABLES

In order for APRAS software to automatically analyze permit applications, critical data needs to be available in electronic format. While a significant amount of routing information is downloaded nightly into APRAS databases from the Roadway Management System (RMS) and Bridge Management System (BMS) databases, automatic analysis must rely on additional information that is not stored in PennDOT's RMS and BMS databases. APRAS is designed to use RMS, BMS, SAP, CARATS and the various user-maintained "Tables" which supply the APRAS software with the data necessary to automatically analyze every permit application.

APRAS software uses APRAS Tables in so-called "real time", because additions, updates and deletions to APRAS Tables take effect immediately. RMS, BMS, SAP databases are downloaded into APRAS with current information on a nightly basis, while the CARATS database is downloaded into APRAS with current vehicle registration information three weekends each month, during scheduled batch processing cycles.

In order to populate these APRAS Tables with data and to maintain these Tables with current information, APRAS Coordinators were established in each District Permit Office. APRAS Coordinators also receive special training and access rights to allow for training and assisting both internal and external system users. In order for APRAS to continue to be successful, APRAS Coordinators need to promptly maintain the APRAS Tables.

Each District APRAS Coordinator is authorized to maintain these Tables with current information. Each District Permit Office should also have another staff member that is authorized by Central Permit Office to maintain these Tables with current information when the District APRAS Coordinator is not available. Following is information on the various APRAS Tables that are populated and maintained by the District APRAS Coordinators and their designee.

Miscellaneous Restrictions.

To create a Miscellaneous Restriction to apply to a single State Route between two intersections:

- On the Menu Bar, click on "Road/Bridge" → "Miscellaneous Restrictions."
- On the Restriction Search window, click on "New" Button.
- On Restrictions window, complete all relevant fields. Enter a meaningful "Name" and "Description" of the restriction. Select the "Type" of restriction from the dropdown menu. Enter the restriction Start and End Dates (the system defaults to begin restriction on the current date and end in one year). For more permanent restrictions, enter 12/31/9999.
- Complete "Location" Tab fields by selecting Origin and Destination Counties, SR and Direction (check bi-directional where applicable only if SR is not divided in RMS; otherwise create another restriction for opposite direction) (a separate restriction is also needed for each coincident route such as 11/15), and Start and End Intersections. RMS references will be added by system for both Start and End Intersections.

- Complete “Details” Tab fields by applying restriction parameters. Enter applicable size and/or weight limits and populate other fields based on information provided on Form M-937R.
- To associate a Canned Route with the restriction, click on “Select CR”, then either click “Select” to select an existing Canned Route or click on “New” to create a new Canned Route, specifying the Canned Route Origin and Destination locations for the detour.
- Complete “Comments” Tab fields to identify the “contractor” and phone, where applicable, and relevant comments about the restriction.
- Click on “Save” button. The system will assign a restriction Identifier, which needs to be listed on the Administrative Message(s) relating to this restriction.
- Click on “Cancel” Button to close the “Restrictions” window.
- To verify the restriction was saved, search for the restriction on the “Restriction Search” window, by entering either the restriction Identifier or other applicable search criteria such as Origin/Destination County, SR or Start/End Intersection(s), then click the “Search” button and select a line from the search results window.

Bridge

An example would be a temporary bridge size or weight restriction due to construction or emergency (APRAS bridge restrictions take effect immediately). The maintenance of temporary bridge data is a cooperative effort among Permit and Bridge staffs.

Chapter 193

An example would be a road or bridge posted by District Traffic Unit (Traffic Unit postings are not maintained in RMS). See Chapter 8 for additional information on posted roads and bridges. The maintenance of Chapter 193 data is a cooperative effort among Permit and Traffic staffs.

Intersection

An example would be an intersection where longer trailers have become stuck or caused operational problems on past permitted moves. Turn restrictions at intersections should be entered as turn restrictions rather than as intersection restrictions.

Load Challenged Bridge

An example would be a bridge that is not *posted* with a “legal” weight limit in BMS (below maximum legal weight) but which cannot support overweight movement.

The maintenance of load-challenged bridges is a cooperative effort among Permit and Bridge staffs.

Maintenance Project

An example would be a temporary PennDOT maintenance project, which requires traffic to be detoured. RMS does not contain any temporary roadway features.

Create one (or more) Restriction(s) to ensure vehicles are not routed by APRAS through the temporary restriction. In the case of coincident routes (e.g., 11/15) or roads coded as being divided in RMS, create a restriction for each route.

The maintenance of temporary detours is a cooperative effort among Permit and Maintenance staffs.

Other Restriction

Examples would be tunnel restrictions, municipal restrictions on local roads carrying Traffic Routes, municipal size or weight restrictions on Traffic Routes (not in RMS).

Route Construction

An example would be a temporary state highway construction restriction. RMS does not contain any temporary roadway features.

It is extremely important that the District Permit Office be notified by the District Construction Unit about upcoming construction projects (both openings and closings), via Form M-937R. With auto-issuance, permits will be routed around construction projects only if the restriction is entered into APRAS by the District Permit Office prior to the application being submitted. APRAS allows applications to be submitted up to five (5) days in advance.

When entering a route restriction on a coincident route - a route that runs concurrent with another route (i.e. 11/15, 22/322, 22/522) - it is necessary to enter construction information and route restrictions for each route and each direction. Route restrictions will not be recognized when traveling on one route and that route continues concurrently with another route through an area with a restriction (e.g., a restriction only entered for TR 11 will not be assigned to an application traveling on TR 15, even though the road sign reads 11/15).

Create one (or more) Restriction(s) to ensure vehicles are not routed by APRAS through the temporary restriction. In the case of coincident routes (e.g., 11/15) or roads coded as being divided in RMS, create a restriction for each route.

The maintenance of restrictions is a cooperative effort among Permit and Construction staffs and the highway contractor, consistent with Form 408 contract provisions, as noted earlier in this Chapter.

Limited Access Crossover

An example would be a bridge located between interchanges is re-constructed and traffic is temporarily diverted across the median onto the bridge, which normally carries opposing traffic. RMS does not contain any temporary roadway features.

The maintenance of limited access crossovers is a cooperative effort among Permit and Bridge staffs.

Utility Project

An example would be work performed under authority of a Highway Occupancy Permit, which authorizes traffic to be detoured.

Create one (or more) Restriction(s) to ensure vehicles are not routed by APRAS through the temporary restriction. In the case of coincident routes (e.g., 11/15) or roads coded as being divided in RMS, create a restriction for each route.

The maintenance of temporary utility project detours is a cooperative effort among Permit Hauling and Occupancy staffs.

Rail Crossing

An example would be a rail crossing location where longer trailers have become stuck on past permitted moves due to a vertical curve or a raised grade. The PennDOT Web Site also contains information on what to do when a vehicle is stuck at a rail crossing.

Turn Restrictions

An example would be a turn where permitted vehicles have become stuck on past permitted moves due to intersection radii that cannot accommodate the combined overlength and overwidth condition; or, turns prohibited by signs only (i.e., not in RMS).

Unincorporated Towns

Unincorporated towns are not maintained in RMS but they appear on State and County maps. A well-known example is Hershey, PA. APRAS was designed to allow users to use a town name to “filter” the available routes for the trip origin and destination for any town appearing on Official State maps. While this option has fallen into disfavor over the more desirable options of “cloning” and “Points of Interest”, it is still available and may be updated when notified that information is incorrect (e.g., after a road is re-segmented in RMS).

Canned Routes

Examples would be construction-related detours, “road turnback” missing links where the local road name on each side of the “turnback” is not exactly the same (i.e., if the name is the same, a canned route is created automatically), and where local roads cross township lines. RMS does not contain any temporary roadway features; also, “turnback” road segments are hidden from RMS main view screens and are not kept current.

APRAS automatically re-creates thousands of canned routes as part of the nightly batch cycle download of RMS and BMS data.

Detour Canned Route. When a miscellaneous restriction has a detour-canned route linked to it, the detour route will be inactivated at the time the restriction is lifted. If a temporary restriction is deleted with an active detour linked to it, a confirmation pop-up window will display a warning error stating “Detour is linked to this restriction and will be

inactivated if deleted. Continue?" If a change is made on the detour condition changing a "Yes" to "No", the linked detour canned route must be inactivated. If a change in the detour needs to be made, the process should be:

- Deactivate the detour,
- Select "Reset CR" to clear the current linked detour,
- "Select CR" to create a new detour.

Closed/Posted Roads

Examples would be temporary or emergency closings. RMS does not contain temporary roadway features, except seasonal "Chapter 189" postings.

SOBLORS

SOBLOR is an acronym for **S**tate **O**wned **B**ridge on **L**ocal **O**wned **R**oad. This situation occurs when a state road is "turned back" to a municipality but the bridge is maintained by the State. This Table allows **nearby** intersections between state roads and local roads to be linked to a SOBLOR (local roads are not maintained in RMS) to allow PennDOT bridge reviewers to determine possible SOBLOR crossings.

LOBSTORS is another acronym created during APRAS design to identify **L**ocal **O**wned **B**ridges on **S**tate **O**wned **R**oads. An APRAS Table is not required for LOBSTORS because these bridges are administered by the District Bridge Units.

Load Descriptions.

District APRAS Coordinators are empowered to enter Load Descriptions, typically for single-trip permit Load Types and may request additional information to determine the proper load description. Form M-937RLD "REQUEST FOR ADDITIONS TO THE LOAD DESCRIPTION LIST" Form is posted on the PennDOT WAN and is also included in the Web APRAS On-Line Training Manual, Volume 2.

Most annual and seasonal permits Load Types have specific Load Descriptions as specified in the enabling legislation, although some vehicle-Load Types need to be added where necessary (for example, crane makes and models for Load Types 35A, 35B and 50D).

The following Load Types DO NOT need model numbers:

62	Boat
63A	Mobile Home
63B	Modular Housing Unit
63C	Modular Housing Undercarriage

The following Load Types require make and model numbers:

35A	Crane
35B	Crane
46	SME
48	SME
49A, B & C	Implement of Husbandry

52A, B, C, D, & E	Highway Crossing
53	Tracked Vehicle Crossing
54A & B	Quarry Crossing
55	Utility Construction Equipment
57A & B	Emergency Move
58J	General Governmental (driven) SME
61	Dozer
65A	Motor Vehicle - SME
65B	Crane
65C	Crane
67B	Crane
67C	Excavator
67D	Loader (Not Wheel Loader)
67E	Paver
67F	Scraper
67G	Truck (Not Rock Truck or Dump Truck)
68A	Scraper
68E	Crane with Boom Dolly
68G	Semi-trailer

The following Load Type should be used for hauling **vehicles** that are not already specified in Load Type 67A thru J:

67H - Combination - Load - Miscellaneous Vehicle
Some examples are: tractor, crusher, bus, grader, harvester, milling machine.

If the load cannot be defined as a vehicle or motor vehicle, then it should be listed under 67A - Combination - Load - General (nondivisible)

The following Load Types are designated for vehicles being towed by a motor vehicle:

68B - Misc. Towed Vehicle(s)
68C - Misc. Towed Mobile Unit

The following Load Type should be used for any type of manufactured building, which does not qualify under Load Type 63 (e.g., typically overweight manufactured buildings and other manufactured buildings which do not fall within the definition of mobile home or modular housing unit):

68D - Manufactured Building Unit

Points of Interest.

While Points of Interest (POI) are maintained in RMS, the District Permit APRAS Coordinator is responsible for identifying POIs that are necessary and notifying the District RMS Coordinator when requests are received and approved to add, modify or delete POIs in RMS. Form M-937POI "REQUEST TO ADD POINT OF

INTEREST (i.e., PRIVATE DRIVEWAY) TO APRAS” Form is posted on the PennDOT WAN and is also included in the Web APRAS On-Line Training Manual, Volume 2.

RMS staff will not assign more than one POI to an intersection so it will sometimes be necessary to determine a common POI name.

State boundaries between PA and NJ involve three joint toll authorities that own and maintain the bridges over the Delaware river bordering Districts 4-0, 5-0 and 6-0. These toll bridges have terminal points within PA rather than precisely at the state line. POIs are used to identify state borders at these bridges.

POIs provide the most precise origin and destination point because they are linked to a specific RMS Segment and Offset. APRAS does not add a “human error” buffer when a POI is used.

The maintenance of POIs is a cooperative effort among Permit and RMS staffs.

Central Permit Office

The Central Permit Office staff is responsible for populating and maintaining over 50 distinct Tables within APRAS. District APRAS Coordinators can view (but not add, update or delete) most of these Tables from the “Accounting” and “Administration” dropdown menus within APRAS. “View” access to these Tables depends on a user’s classification within APRAS. For example, access to the “State Police Codes” Table is restricted to most system users, so this Table will be “grayed out” for most users.

4.7 - VIEWING OTHER DATABASES

VIEWING RMS DATA

Each of the following actions is initiated by hitting the “Enter” Key (or right Ctrl Key):

- Log on to Mainframe session
- Enter IMS
- Enter UserID and password
- Type in RMS (space)
- Select the menu number of the data you want to view from the main menu
- To log off: hit “Pause” key, then enter: /RCL

Example: To view Intersection Data:

- Select 6
- Select 1 (Inventory Inquiry/Maintenance)
- Select 1 (State)
- Select 4 (Intersections)
- Enter the County, SR, and Segment numbers (on right side of screen)

The Main Intersection Screen will display at-grade intersections matching the entry.

Intersection records are sequenced and stored with the Node ID, SR, Segment, Offset, and direction on the RMS database (i.e., not by name).

All other RMS inquiries can be made in a similar manner.

PA quad routes are signed in RMS under the following convention: Most odd-numbered quad routes run North/South. Most even-numbered quad routes run East/West. Traffic Routes are signed in RMS to match the signing along the highway. The screen view in RMS typically runs from South to North or West to East (Segments and Offsets generally increase in these directions). Thus, the first view for a road would typically be either the most southern or western point. Press F8 key to move forward and press F7 key to move in reverse.

Contact RMS Coordinator to gain access to RMS or to view other RMS features.

VIEWING PennDOT VIDEOLOG

Video Log Is Available On PennDOT **Internet** and **Intranet**.

For Internet Video Log:

Type: www.dot.state.pa.us and enter

- Click on PennDOT Organizations
- Click on Bureaus & Offices
- Click on Bureau of Planning and Research
- Click on Geographic Information Division
- Click on Online VideoLog

- Click on the “I Accept” disclaimer button
- Pick a Search Type (i.e., PennDOT Route, select County, & Route) hit GO at the top of the screen: select County, Route and Primary Direction (Segments increasing to North and East)

TIPS: Navigation buttons for the Video are located below and to the right.

Location Information is located at the bottom of the Video.

Click and Drag side images to align features with center image, for easier viewing.

For Internet County Maps:

- Type: www.dot.state.pa.us and enter
- Click on PennDOT Organizations
- Click on Bureaus & Offices
- Click on Bureau of Planning and Research
- Click on Geographic Information Division
- Click on Maps in PDF
- Click on Maps in PDF format
- Click on County Type 10 Maps

TIP: Change zoom % as desired for easier viewing.

For Intranet Video Log:

- Type: dot.state.pa.us (do not enter www prefix) or go to “Outlook Today” and enter
- Click on GIS under “Our Buisness”
- Click Online VideoLog
- Click on the “I Accept” disclaimer button
- Pick a Search Type (i.e., PennDOT Route, select County, & Route) hit GO at the top of the screen: select County, Route and Primary Direction (Segments increasing to North and East)

TIPS: Navigation buttons for the Video are located below and to the right.

Location Information is located at the bottom of the Video.

Click and Drag side images to align features with center image, for easier viewing.

The primary direction (i.e., 83 North) is the direction the Roadway Management System (RMS) runs generally, but not always, south to north and west to east.

The secondary direction (i.e., 83 South) captures the roadway data running against the direction of RMS.

For Intranet County Maps:

- Type: dot.state.pa.us (do not enter www prefix) or go to “Outlook Today” and enter
- Click on GIS under “Our Business”
- Click on Maps in PDF format
- Click on County Type 10 Maps

TIP: Change zoom % as desired for easier viewing.

VIEWING VEHICLE REGISTRATION

As part of its on-going internal auditing efforts, PennDOT monitors and evaluates all users of its Vehicle Registration system. It is essential that the information contained in the Vehicle Registration system be protected and even more so that every customer's right to privacy under the law be protected by all users of this information. Each user who has access to the system must review and sign the Employee (User) Usage Policy. The Employee (User) Usage Policy reaffirms the need to ensure a customer's privacy and the ramifications for misuse. Failure to comply with the policy may result in the cancellation of access. PennDOT will continue to conduct system access audits to determine if use and access are appropriate. PennDOT monitors all user access by ID number, record, time and date, and computer location. Private system passwords cannot and must not be shared.

Procedures for logging on to Vehicle Registration system will not be detailed in this Manual because Users who are granted access rights are provided log on instructions.

When viewing records for a specific vehicle, the following Weight fields (downloaded from CARATS to APRAS three weekends each month) will be displayed and may contain weight values where applicable:

- **GVW** = Gross Vehicle Weight (i.e., registered weight of a single **vehicle** operating alone)
- **GCWT** = Gross Combination Weight Truck (i.e., registered weight of a motor vehicle operating as part of a **combination**)

The above fields determine the "Legal" weight when operating under a permit. If one of these fields is updated in CARATS, the updated data may not be downloaded into APRAS for up to two weeks. In this case, TMP may be temporarily selected as the State instead of PA.

If staff does not have access to the Vehicle Registration databases, require the applicant to provide written verification of the vehicle's registration or contact the Central Permit Office who has access to CARATS and Apportion Registration for verification.

If staff does have access to the Vehicle Registration databases, always create a screen image and attach relevant information (e.g., application number, reason, and retain for one year).

CREATING SCREEN IMAGES

Sometimes when viewing a database it is beneficial to create a screen image that can be pasted into a Word Document. For example, to capture an error message or to capture an unusual occurrence for follow-up, or to add an image to a document.

To create a Screen Image:

1. Hit the Print Screen button on the keyboard, (if this does not result in an image being created after step 3, hold down the **Ctrl key** and hit the **Print Screen button**).
2. Open Word and create a new blank document (or place the cursor in an existing document where the screen image should be located).
3. Hold down the **Ctrl key** and hit the **V key** (or select Paste from the Edit dropdown menu).

The screen image will appear. The screen image can be printed, or saved and attached to an email, or placed in a shared drive folder.

TIP: To create a screen image of a pop-up window display only (e.g., an error message), hold down the **Alt key** and hit the **Print Screen button** in step 1 above.

4.8 - EMERGENCY BRIDGE RESTRICTIONS - ACTION PLAN

When a bridge is no longer able to carry its intended loads it is imperative, for public safety, to prevent further damage or collapse by controlling traffic on the bridge. The need to prevent overloads on a weakened bridge justifies a thorough and urgent response.

For such situations, the Department may impose emergency restrictions on the bridge that include closing, vehicle weight restrictions, lane closures, prohibition of permitted vehicles, and other traffic control deemed necessary. The emergency actions (determined by the District Bridge Engineer) depend upon the bridge conditions and, in large part, to the likelihood of overloads. Because Special Hauling Permits are issued in advance of the actual move, it is more difficult to prevent overloads by already permitted vehicles than traffic generally.

Department Permit and Bridge staffs have gained experience by addressing past emergency bridge restrictions. This “Action Plan” identifies up to nine steps that may be needed to improve response time and communication to motor carriers operating under various Permits when there is a future emergency bridge restriction, particularly when the affected bridge is carrying an Interstate highway or major Traffic Route.

It is anticipated that all nine steps will need to be pursued in response to an emergency bridge restriction when the bridge is carrying an Interstate highway or major Traffic Route.

ACTION	RESPONSIBLE PERSON	EXPECTED RESULTS	PROS	CONS
1 Establish need for emergency bridge restriction.	District Bridge Engr.	Makes recommendation for: Closing Weight Limit Lane Closure Permit Restrictions Urgency	Maintains public safety.	None.
2 Establish need for Variable Message Signs (VMS) to notify drivers en route. VMS's should be considered: On Interstates and Traffic Routes. On other routes where ADTT > 200. Until more permanent solution is in place. As alternative to more stringent restriction to bridge (Dist. Bridge Engr.). For advance locations, & bridge site. Parking for larger permitted vehicles may be needed in advance of structure until detour is established and Supplements are issued. Standard Emergency Closure / Detour Signs with weight stickers prepared in advance (e.g., Emergency Bridge Restriction & No Vehicles Over 80,000 lbs. Beyond Next Exit) should be considered: On all State highways. Until restriction is lifted. In addition to VMS's.	<u>Ad hoc committee:</u> District Executive ADE-Maintenance. Dist. Bridge Engr. Dist. Traffic Engr. Dist. Permit Mgr. Dist. CRC. County Mgr.	Provides notification - in advance of the new emergency bridge restriction - to all motor carriers en route to restricted bridge.	Timely, cost effective action. Last chance to notify driver. Difficult for driver to ignore. 100% prompt notification to affected drivers. Reduces risk and costs of further damage to bridge (when signs are obeyed). Maintains public safety. Consistent with Permit Restriction 2028.	Some time lag until VMS can be assigned to site and made operational. Suitable parking for larger permitted vehicles may not be available. Drivers may not obey message signs.

ACTION	RESPONSIBLE PERSON	EXPECTED RESULTS	PROS	CONS
3 Post emergency bridge restriction in APRAS database.	District Permit Office.	Assures that emergency bridge restriction will be included immediately as part of analysis of new route-specific permit applications.	Quick, cost effective action. Automatically addresses new route-specific applications. Maintains public safety.	Internal database update only. Does not address: Unused single-trip Permits issued during previous 14 days. Seasonal & Annual Permits (see # 7, 8, 9).
4 Post Administrative “flash” Message about the emergency bridge restriction and need for permittees to obtain route-correction Supplements for previously approved Permits that have not yet crossed restricted bridge.	District Permit Office.	Notifies PennDOT Permit and Bridge staffs of emergency bridge restriction within 10 minutes.	Quick, cost effective action. Allows internal system users to manually address new applications.	Does not directly address: Unused single-trip Permits issued during previous 14 days. Seasonal & Annual Permits (see # 7, 8, 9).
5 Post Web Administrative “flash” Message about the emergency bridge restriction and need for permittees to obtain route-correction Supplements for previously approved Permits that have not yet crossed restricted bridge.	Central Permit Office.	Notifies APRAS Web users of emergency bridge restriction within 20 minutes of initial Administrative Message posting.	Quick, cost effective action. Allows external system users to manually address new applications.	APRAS Web users may not identify every previously approved Permit that has not yet crossed restricted bridge.
6 Send email of Administration Message to APRAS Web users, again stressing need for permittees to obtain route-correction Supplements for previously approved Permits that have not yet crossed restricted bridge.	Central Permit Office.	Promptly notifies APRAS Web users with email addresses of restriction.	Additional communication to some APRAS Web users.	APRAS Web users may not identify every previously approved Permit that has not yet crossed restricted bridge.

ACTION	RESPONSIBLE PERSON	EXPECTED RESULTS	PROS	CONS
7 Temporarily deactivate Permit Load Types associated with affected "Network(s)", until first business day of following week.	Central Permit Office.	Assures that emergency bridge restriction will be included as part of analysis of new "Network" permit applications.	Quick, cost effective action. Automatically addresses new affected "Network" applications. Maintains public safety.	Tardy "Network" Permit renewals will not be processed until after weekend "Network" re-analysis and all District Permit and Bridge Unit manual reviews of updated Network(s).
8 Run "Bridge Crossing" report Determine risk from still active, previously approved Permits and make follow-up contacts to permittees.	<u>Run Report:</u> Bridge QA Division or Central Permit Office. <u>Contact Permittees:</u> Affected District Permit Office.	Identifies previously approved Permits that are still valid, including: Annual NON-Blanket Permits. Seasonal Permits. Single-trip Permits issued within past 14 days. Affected District's staff contacts Permittees about still active, previously approved Permits.	Affected Permittees advised NOT to travel across restricted bridge (and to obtain route-correction Supplements). Eliminates some roadside waiting for Supplements.	Reporting database updated on weekend refresh only. Labor-intensive. Blanket Permits not addressed (see # 9).
9 Run report to identify active Blanket Permits. Initiate mass mailing to Blanket Permittees to inform them of emergency restrictions.	Central Permit Office staff can run "reports", including mailing labels.	Notifies Blanket Permittees (who travel non-specified routes).	Assures Blanket Permittees are notified.	Reporting database updated on weekend refresh only. Labor-intensive.

4.9 - EMERGENCY CONNECTOR CANNED ROUTES

This feature was developed to address recurring problems due to “delete then add” methodology used to modify RMS data, and the resulting missing links, which prohibit APRAS users from connecting real routes, while these underlying RMS data changes are being processed. When route connectivity is lost, it has taken three or more successful overnight batch cycles to complete the RMS database change, before the revised connection can be downloaded into the APRAS database. Without this Emergency Connector Canned Route feature, even infrequent occurrences of RMS missing links would have a negative impact on motor carriers and the permit program.

The Emergency Connector Canned Route feature provides a method - within APRAS - to route across roadways with missing RMS data. The routes will consist of manually entered legs that will be treated as local roadways. **These legs will not be processed by route analysis. The emergency connector routes will be available for use after a successful nightly batch cycle (normally the next day).** If an Emergency Connector Canned Route is included on a route, a manual review notification will be generated to notify the affected District Office Units that a section of the route will need to be manually reviewed.

1. Click on Road/Bridge, then select Canned Routes from the dropdown menu.
2. Click on the New button (at bottom of window).
3. Complete blank fields on Route Tab. Select “Emergency” as the **Type**. Enter a descriptive **Name** (e.g., SR number) and **Description** (e.g., location).
4. Click on Route Detail Tab and complete Route Details (identical to manual routing process, with **Add, Delete, Edit and Insert** buttons and requirement to identify County and Direction for each manually-entered route leg). Precise Beginning and Ending intersections at each end of missing link need to be known. **To ensure connectivity, choose a State Route BEFORE the missing State Route and a State Route AFTER the missing State Route.** When missing link is replicated, click on Save button to complete creation of Emergency Connector Canned Route.

Unlike other APRAS database changes, a successful overnight batch cycle must run before the Emergency Connector Canned Route can be merged with RMS data download and new arcs can be built for use in APRAS. The Emergency Connector Canned Route will become available for use as an intersection name in the **Next Intersection** window during route prompting.

The Emergency Connector Canned Route may be selected during route prompting. Upon submission, the route details will display the Emergency Connector Canned Route as a **single leg** with 0.00 SR Miles.

After analysis, when the Emergency Connector Canned Route details have been automatically inserted, the route details will display **each individual leg** of the Emergency Connector Canned Route, each with 0.00 SR Miles and a blank “To Intersection” field.

Unlike a local road, there are no parentheses placed around Emergency Connector Canned Routes because these routes are State Routes.

Notification will be sent to the affected District queue for review: **REMEMBER, THESE ROUTES MUST BE ANALYZED MANUALLY BY BOTH PERMIT AND BRIDGE OFFICES. A DISTRICT PERMIT OFFICE WILL NEED TO FLAG THE DISTRICT BRIDGE OFFICE TO MANUALLY ANALYZE AND REVIEW THESE MISSING LINK ROUTES.**

CHAPTER 5 - MANUAL APPLICATION & PERMIT REVIEWS

5.1 - MANUAL REVIEWS

Under APRAS, each application undergoes extensive automated analysis involving nearly 1,000 edits, followed by a detailed route review, to ensure compliance with applicable Federal and State laws, Regulations and established policies, and to help protect the public and the highway and bridge infrastructure. While APRAS will auto-issue most applications after all analysis is completed, some applications will be routed to affected Permit and/or Bridge Offices for manual review by staff. The typically more complex applications require manual review because the final decision on these applications requires independent judgment and decision making by knowledgeable and experienced Permit and Bridge staffs.

All 67 Counties have Auto-issuance activated for both Roads and Bridges.

APRAS will continue to forward about 20% of all applications (statewide) for case-by-case manual review by staff, for a variety of reasons. For example, applications will require manual review due to Total Weight exceeding RMS posted weight (without a bond); some miscellaneous "temporary" (e.g., construction) size or weight restrictions that do not have a canned detour; some manually entered application data (e.g., applicant comments); some moves beginning or ending on Interstate highways; Total Width exceeding RMS pavement width; applications with attached documents, seasonal or annual Permit applications that need to be manually reviewed or processed due to bonds or special permit attachments; and manually entered routes. These case-by-case decisions will require independent judgment and decision making by staff that are rendered outside of standard operating procedures.

APRAS will forward some applications to staff recommending denial of the application. These case-by-case decisions will require independent judgment and decision making by staff that are rendered outside of standard operating procedures. Some applications need to be denied (e.g., route related issues) but some applications that APRAS software recommends for denial may be eligible for issuance (e.g., with route changes, letters of authorization from contractors, bonddees, guide rail device owners, etc., or with special permit conditions).

As noted on the APRAS status page on the PennDOT Web site (see footer) and in the various "How To" Guides:

PennDOT staff cannot anticipate whether or when an application may be approved or denied until their reviews are completed and a final decision is made. All applications are processed initially by APRAS. While about four of every five applications are processed automatically by APRAS in about one minute, one of every five applications requires manual review. Applications are manually processed by PennDOT staff in the order analyzed by APRAS, normally within one full workday.

Everyone should respond to counterproductive status check inquiries with this same, consistent response.

Each week, Network reviews are required for certain blanket annual Permits. These

networks need to be manually reviewed by all Districts. These case-by-case decisions will require independent judgment and decision making by staff that are rendered outside of standard operating procedures.

All Permit Supplements require manual review of the applicant's free-form text request, to verify the request is warranted. These case-by-case decisions will require independent judgment and decision making by staff that are rendered outside of standard operating procedures.

Following are tips on processing applications, which require manual review:

- (1) Applications need to be reviewed BEFORE and while they are being entered into APRAS for items that are not fully edited by APRAS. This would include **prohibiting Interstate movements of overweight divisible loads** such as steel coils, coal, ash, oil, fiberboard, animals, feed, milk, & pulpwood as well as non-numeric rules such as limitations on origins and destinations on several seasonal and annual permits.
- (2) Load Types that are NOT set to auto-issue have an * at the end of their description. These Load Types produce a "Load Type Requires Manual Review" reason.
- (3) Restrictions that need to be modified BEFORE a Permit is issued have a ** at the beginning of the restriction to help users zero-in on these restrictions. The ** restrictions need to be completed BEFORE approving an application.

Notification "Flagging" review items. If additional review or approval is needed from another District Permit/Bridge Office or CPO, the "Flag Districts for Review" (under Notifications) needs to be used. This is the correct method for notifying other reviewers and recording approval and denial decisions as part of the electronic record. If this method is adhered to, then misunderstanding and confusion that results from verbal communications can be avoided, and processing delays that sometimes result from voice mail and email can be eliminated.

Custom Restrictions. APRAS automatically includes most Permit conditions and "Application", "Route" and "Bridge" Restrictions on each approved application, based on application details, the final route version and several "linked" Tables maintained by Central Permit Office staff. However, Permit and Bridge staffs can also add "Custom Restrictions" to an application that is undergoing manual review, where warranted. District staff may apply standards, based on engineering judgment, to unique situations that are not specifically governed by statute, Regulations or policy. District Permit Office staffs may issue a permit which contains **reasonable** "custom restrictions" that are not in conflict with the minimum requirements of the Department's Regulations. All permit conditions need to be based on the statutes, regulations, Department requirements and standards, and established Department policy, and all "custom restrictions" need to be reasonable.

Denials. When an application manual review item is denied, the reviewer will be asked to provide the reason, which will appear on the written denial notice that is sent to the applicant. It is important to clearly identify all reasons why an application is denied, so the applicant is afforded the opportunity to address all specific issues and thereby reduce the number of application re-submissions.

Detail Review Messages

Following are some of the Detail Review Messages (in capital letters) that may appear in the Notification Queue, from which applications requiring manual review are listed, in priority order, and selected for review. A short discussion follows each message.

APPLICANT COMMENT (S) OK?

Each comment must be reviewed manually. Comments cannot alter application data, since APRAS cannot analyze so-called “free-form” text appearing on Comments Tab. Determine whether comment is relevant and consider impact on application final decision.

TOO MANY NON-STATE RT COMPONENTS. OK?

EXCESSIVE NUMBER OF LOCAL ROADS. OK?

LOCAL ROAD(S) CROSS(ES) TOWNSHIP LINE(S). OK? (IF OK, CREATE CANNED ROUTE.)

RMS contains data on State Routes only. APRAS allows permitted vehicles to travel on non-State Routes en route; however, APRAS cannot edit this off-system data for accuracy or capacity. Verify that no State Route is inadvertently listed as a Non-State Route or Local Road - such an error will result in the State Route not being analyzed.

REMOVABLE PART (S) MANUALLY ENTERED. OK? (IF OK, SUBMIT FORM TO UPDATE APRAS).

Auto-issuance is dependent on APRAS Tables being maintained. Removable Parts entered, as so-called “free form” text cannot be analyzed by APRAS.

APPLICANT DOES NOT OWN LISTED GUIDE RAIL DEVICE. AUTHORIZATION LETTER RECEIVED?

APRAS identifies when the applicant FEIN does not match the Guide rail owner FEIN. Verify the applicant has written permission to use another person’s device.

GUIDE RAIL DEVICE REQUIRED. IF BLADE IS REMOVED, VERIFY VEHICLE WIDTH > 12' ?

APRAS Tables identify when a dozer should have a guide rail device but some dozers may exceed 12' in width even if blade is removed. Verify blade is removed - and hauled separately.

WARNING-CAUTION: ROUTE ANALYSIS NOT ACTIVE; MANUALLY REVIEW EACH ROUTE AND BRIDGE

WARNING-CAUTION: MANUALLY ENTERED ROUTE. FLAG AFFECTED OFFICES FOR REVIEW.

WARNING-CAUTION: ROUTE ANALYSIS IDENTIFIED NUMEROUS FAILURES. DENY APPLICATION.

WARNING-CAUTION: MUST RE-PROMPT TO RE-CONNECT ROUTES WITH UPDATED RMS DATA.

WARNING-CAUTION: EMERGENCY CONNECTOR CANNED ROUTE NOT ANALYZED. MANUAL REVIEW.

WARNING-CAUTION: ROUTE ANALYSIS NOT COMPLETED. (1) RE-PROMPT. (2) FLAG ALL.

Do NOT approve any application with a “WARNING-CAUTION” review reason unless, as a minimum, every route leg is manually reviewed by every affected District. These review messages identify different situations where route analysis was not completed (typically because of a problem with underlying data) and suggest different remedies to the reviewer.

CRAWL SPEED RESTRICTION (S). REQUIRED TCP-TCP1-TCP2 SUBMITTED? ##3092 ADDED?

APRAS identifies when ABAS analysis assigns a crawl speed condition for one or more bridges on the proposed route. Crawl Speeds are not assigned if the applicant indicated (on their application) they were unwilling to accept crawl speeds. A Traffic Control Plan is required to explain how the motoring public will be protected while the permitted vehicle is traveling at crawl speeds. Forms M-936A TCP1 and TCP2 do NOT have to be reviewed by the District Traffic Unit because these Forms have been pre-approved. Custom Traffic Control Plans do have to be reviewed and approved by all affected District Traffic Unit(s).

The District Bridge Unit(s) may assign a crawl speed condition manually as a condition for approving travel over a borderline bridge, based on ABAS analysis results. The District Bridge Unit needs to flag the Owning Permit Office whenever a crawl speed is manually added or deleted, so the applicant can then be notified whether a Traffic Control Plan is required.

District staffs need to verify whether the correct pre-approved Traffic Control Plan (TCP1 or TCP2) was submitted by the applicant.

- TCP1 will apply to two lanes traveling in one direction.
- TCP2 will apply to two lanes that are bi-directional without the opposing lanes being divided.

LOAD QUANTITY EXCEEDS 1 & NO. VEHICLES EXCEEDS 2. IF TWO (SEMI) TRAILERS, DENY.

Permits are not issued in PA for so-called twin trailers or double bottom trailers, since there is no statutory authority to issue such a permit (such trailers are clearly carrying divisible loads).

BUILT-UP LOADS OK? DENY?

While, generally, permits are not issued for divisible loads, there are situations where more than one load is allowed, as authorized by law, regulation, the NASTO Memorandum of Understanding (MOU), and this Manual. Each situation must be given thoughtful consideration.

TIRE PRESSURE EXCEEDS 800 LBS/IN. DENY AS PER 4944 OR 179.8(5)(v) OR 179.9(c)?

While, generally, tire pressures are not allowed to exceed 800 pounds per nominal inch of tire width, there are exceptions as authorized by Section 4944 of the Vehicle Code and Regulation 179.8(5)(v), but Regulation 179.9(c) divisibility requirements must also be considered. Highway crossings are exempt (security is typically

required) and some SME will qualify for as much as 1,000 pounds per inch of tire width (approved by Bridge and/or Permit Units).

ZERO STATE ROUTE MILES ON PROPOSED ROUTE - IS PERMIT REQUIRED?

APRAS calculates leg miles based on RMS data. If a leg has zero miles, either the applicant is not proposing to travel on any State Route (no permit is required), the origin/destination were entered incorrectly or there is a database problem.

'EDIT' ROUTE BUTTON CLICKED. IF ROUTE MODIFIED, RESUBMIT NOW!

This review reason prevents applications that are being modified from going on to issued/denied status until the change is complete. The change is simply this:

- Whenever the route of a submitted application is edited, a notification is generated for that District and Office (Bridge or Permits).
- If the edit is aborted (the route is not changed), the notification will just need to be approved for the application to continue.
- If the route was changed, then the application should be resubmitted. The notification will then be replaced with notifications relevant to the next route analysis.

If this message appears, do not approve/deny the application without first trying to communicate with whoever is modifying the application. When in doubt, wait 30 minutes and resubmit such an application.

HEIGHT- WIDTH CLEARANCE IN OFFSET DISTANCE OK?

When the trip origin and destination are identified by a Point of Interest (POI) or with zero distance from an intersection, APRAS software is designed to assume these points are accurate.

However, when the trip origin and destination are identified by a specified distance from an intersection, APRAS software is designed to add a safety buffer distance to compensate for measurement errors (since most applicants do not perform route surveys). If there is a capacity problem in the safety buffer, verify the applicant will not be traveling in this buffer area (i.e., verify the origin and destination points are accurate to preclude a mishap).

CAUTION: PERMIT WILL BE REVOKED IF ANY REVIEW ITEM IS DENIED.

When a seasonal or annual overweight permit with specified routes is re-analyzed, and any review item is denied by a Permit or Bridge staff reviewer, this review message will serve as a reminder that the permit is about to be revoked. Since the permit was initially approved, careful consideration must be given as to why the application is now going to be denied. Actual capacity reductions in RMS or BMS or APRAS databases are valid reasons for revoking a permit. A different "second opinion" by a different reviewer is not a valid reason to revoke a permit. Refunds are not authorized on revoked permits.

5.2 - DOCUMENT ATTACHMENTS

APRAS allows supporting documents to be stored electronically with an application, thereby allowing all reviewers to view and consider supporting documentation submitted by the applicant. This feature allows all application data to be filed together in an electronic format.

The following documents are submitted with some non-super load applications and with preliminary super load applications:

- M-936TCP2 Application - Traffic Control Plan (2)
- M-936CN Application - Construction Notification
- M-936ARS Application - Route Survey

The following documents are submitted only with preliminary super load applications:

- M-936MDC Application - Manufacturer/Designer Certification
- M-936SLCA Application - Super Load City Approval

APRAS Web users have the capability of attaching these and other single-page documents to their applications while the application is in “New” submitted status (i.e., prior to submission).

Questions regarding the use of this function may come from your external customers. The following help item has been added to the WAPRAS application “Document” tab:

This Tab allows required supplemental applications forms (i.e., M-936A Forms) to be submitted electronically as part of the on-line application. Otherwise, supplemental application forms must be faxed or mailed, which delays a final decision on the application.

Supplemental application form blanks must be completed, as noted on the Form. Supplemental application form text, format, size, font and appearance cannot be modified. Supplemental application forms must be saved as one of the following approved document file types: **Word Document (DOC), JPEG (JPG), Adobe (PDF), or TIF Format.**

To add a supplemental application form as an attachment to an application, click on “Add”. Select the Document Type Code from the list. Enter the Document Description; then click on Browse. Choose the document file to be attached from your files, then click on “Save”. Once all attachments have been successfully attached, click on “Cancel” to return to the Document Tab.

PennDOT staff - with access to a scanner - have the capability of attaching these and other single page documents (including photos) to an application if it is in “New” or “Submitted” status (i.e., prior to approval or denial).

Documents can be viewed directly from any “Saved” application by highlighting the line item that is to be viewed, then clicking on the “View” radio button. Click on the bullet in front of ‘Open This File From Its Current Location’. Click OK. The document will open.

5.3 - NETWORK REVIEWS

Each weekend, established networks for certain annual “blanket” permits are re-analyzed using updated RMS and BMS data. On the first workday of each week, a notification will appear in each District’s Permit and Bridge Office manual review queue for each network. Occasionally, a network review will be postponed if there are problems during one of the various weekend mainframe batch-processing cycles. The notification will provide the reviewer details on these analysis results for each network.

A new network permit will not be issued until all 22-review items (reviews from 11 Permit Offices and 11 Bridge Offices) are acted upon for that network. It is important, therefore, that staff in each Permit and Bridge Office be cross-trained in reviewing network analysis results, with a goal of completing all network reviews by 9 am on the first workday a network review notification appears in the queue.

The queue Review Type is “NETWORK REVIEW” with the types of roads included in the network noted (e.g., PA, US, Interstate). The Review Reason is either Mandatory Permit Office Review or Mandatory Bridge Unit Review. Network review notifications allow road and bridge details to be viewed from the review queue details. Be sure to review each row in the Network Road Details Window for each Network. Action options include: Approved, Approved with Re-review, Denied, Denied with Re-review, and Manual Review. The Re-review options allow these decisions to be reconsidered during subsequent review cycles (e.g., temporary restrictions that will soon change). The Road Details window provides details on each restricted road section, including the County, Approval Status, Review Reason, Envelope Vehicle for that Network, SR, Direction, From and To Intersections, Start and End Segments and Offsets, Posted Weight, TR Id, and Denial Reason. Previous reviewers and review dates may also be listed (if road sections denied by analysis were overridden (i.e., approved) by Permit staff or if bridges that did not pass ABAS analysis were overridden (i.e., approved) by Bridge staff).

Because current network envelope vehicles are legal size, typical road restrictions for these networks include closed roads, posted roads, and roads with temporary size restrictions below legal limits. (Restricted bridges appearing in the bridge details are typically due to ABAS weight analysis failures.)

Many trailers being manufactured today are 53’ long and 8’6" wide. If any Miscellaneous Restriction is set at less than 73’ in Total Length or 8’6" in Total Width, that section of road will be restricted for many "legal size" **permitted** combinations that operate legally today on many Traffic Routes (as shown on the current Trucker’s Map). By establishing Miscellaneous Restriction thresholds at these current legal size limits, where possible, these road sections will remain available to so-called LCV’s (Longer Combination Vehicles) operating legally and under a network permit.

5.4 - RE-ANALYSIS OF PERMITS

APRAS has the capability to re-analyze on a periodic basis all overweight annual and seasonal permits that authorize movement over specified routes or networks. The objective of re-analysis is to ensure that all the bridges and roads associated with these permits are still capable of handling the permitted vehicle/load over the period for which these permits are valid.

Which permits are re-analyzed?

Overweight annual and seasonal permits which have either specified routes or a prescribed network of routes are re-analyzed periodically. This includes Load Types 34, 35A, 35B, 37A, 38A, 38B, 38C, 39, 41, 42B, 44, 45, 50A, 50B, 50C, 50D, 50E, 50F, 50G, 50H, 50J, 54B, 55, 56A, 56B, 56C, 56D, 56E, 56F, and 58A. Whether a permit is re-analyzed is based on its Load/Permit Type. Fields on the **Load/Permit Type window**, namely **Reanalysis Ind.**, **Reanalysis Frequency (Days)**, **Last Analyzed On** and **Next Analysis Date** are used to administer the re-analysis process. To activate a specific Load/Permit Type for reanalysis, the following columns must be set up as specified below:

- **Reanalysis Ind.** must be set to 'Yes'.
- **Reanalysis Frequency** must be set to a positive number. The reanalysis frequency specifies the frequency (in days) with which permits using that Load/Permit Type will be reanalyzed over the period for which they are valid. For example, if the reanalysis frequency for a specific Load/Permit Type is 30 days, then permits assigned that Load/Permit Type will be reanalyzed every 30 days until they expire.
- **Next Analysis Date** must be set to the date on which permits using that Load/Permit Type are scheduled to be reanalyzed. Central Permit Office staff will manually specify this date when setting up a Load/Permit Type for automatic reanalysis. After that, this date is automatically updated by the system based on the reanalysis frequency. At any time, Central Permit Office staff has the option to manually alter this date.
- **Last Analysis Date** is display only and specifies when permits using that Load/Permit Type were analyzed for the last time. Before a Load/Permit Type is turned on for re-analysis, this field is empty indicating that the Load/Permit Type has never been re-analyzed before.

CPO staff (those with "Update" privileges to the Load/Permit Type window) is responsible for maintaining these parameters. District users have view-only access to these parameters.

When a Load/Permit Type is "turned on" for re-analysis, all existing permits using that Load/Permit Type that have not expired will undergo automatic re-analysis on the next scheduled re-analysis date.

How are permits identified for re-analysis?

Every night, the APRAS nightly batch process detects the Load/Permit Types that are due for re-analysis and initiates the re-analysis process for non-expired permits that use those Load/Permit Types.

What happens when a permit is identified for re-analysis?

It depends on the type of route authorized on the overweight permit.

If the permit authorizes a pre-defined traffic network only (e.g., Load Types 44, 45, 50A and 56A-E), re-analysis will simply issue the latest set of restrictions for the associated Traffic Network (but not spokes). These documents are sent directly to the Issuing Office's print queue. On the morning after reanalysis, these re-issued network permits should appear on the appropriate District Office printer.

If the permit authorizes specific route(s), including Network spokes, the specific routes associated with the permit are sent through Route Analysis. This may result in Manual Reviews for affected Permit and Bridge units. The system reapplies previous manual review decisions where possible to reduce the potential number of Manual Reviews. While under Manual Review, it is possible to re-route the permit - if the Accept Alternate Route Indicator is set to "Yes" (similar to re-routing during initial submission). Upon completion of Manual Review, if a change to the previous route or route restrictions is detected, the reanalysis results are issued. On the morning after reanalysis, these re-issued permits should appear on the appropriate District Office printer. If no such changes are detected, no documents are issued and the permit is returned to Issued status.

How does the system re-apply Manual Review decisions?

On re-analysis of permits, the system has the capability to reapply manual review decisions from previous analysis of the permit. Whether the system attempts to reapply previous decisions is controlled by the **Reapply Manual Review Decisions?** field on the **APRAS System Control** window. It must be set to "Yes" for automatic reapplication to be activated. In addition, whether a particular detail review item will be reapplied depends on the following fields on the **Detail Review Type** window:

- **Reanalysis Ind.** field for the detail review type must be set to "Yes". CPO users with "Update Access" to the **Detail Review Type** window can use this field to turn reapplication on or off for a specific detail review item.
- **Reapply method** must be set to a valid "reapply method" number. This number identifies a mechanism to determine whether the underlying data that resulted in the creation of the detail review item has changed since the previous decision was made. If the method determines that data has changed in the intervening period, reapplication is not possible. This field is not accessible via the Detail Review Type window. BIS support staff is responsible for maintaining this field because adding new "methods" involves software code change.

Different detail review types have different methods to figure out whether the underlying data changed. For example, to ensure that the underlying data associated with detail review items related to temporary restrictions (TEMP CLEARANCE EXCEEDED, TEMP RESTRICTION HEIGHT LIMIT EXCEEDED, etc.) have not changed, the system checks the last time the associated temporary restriction was updated. To ensure bridge data used to create ABAS reviews have not changed, the system compares the output of overweight analysis from the current analysis with that of the previous

analysis. Note, for some detail review types, e.g., LOAD TYPE REQUIRES MANUAL REVIEW, ANNUAL PERMIT - MANDATORY BRIDGE REVIEW, etc., there is no underlying data to check - it is up to the user to decide whether these decisions should be reapplied. In these cases, the Reapply Method should be set to '9999'.

All detail review items for which automatic reapplication were implemented for Network Analysis are candidates for automatic reapplication during reanalysis of permits. Additional detail review types, including new types that may be defined in future, can be set up for automatic reapplication as long as there is a way to determine whether the underlying data has changed. However, this may require additional software code changes unless one of the existing "Reapply Method" options can be reused.

Changes for the End User

This section describes the impact to APRAS windows and printed documents.

Application Search

The permits undergoing reanalysis appear in blue on this window to distinguish them from applications being analyzed for the first time. Note: applications in "Submitted" status that are being reanalyzed (in blue) cannot be withdrawn.

Enter Permit

When a permit that is under re-analysis is opened on this window, the words "Under Reanalysis" appear in parenthesis by the Application ID on the window's title bar.

Display Notification

Every morning, the Districts may potentially find notifications for permits that were identified by the system for reanalysis during the previous night's batch cycle. The review type for these notifications is 'PERMIT UNDER REANALYSIS'. Double clicking the item acknowledges the notification and retrieves the details associated with the notification. The details can then be processed as usual. The following new fields have been added to the detail section:

Reviewed By

The User ID of the person who reviewed the item during the current analysis is displayed. A value of 'SYSREAP' (i.e., system re-apply) in this field indicates that the current decision was a result of automatic reapplication of decision from the previous analysis of the permit.

Modification Date/Time

The date and time when the current decision was entered is displayed.

Last Reviewed By

The person who reviewed this item last is displayed. This field is useful when the system has reapplied the decision (Reviewed By is SYSREAP) from the previous analysis. In that case, the Last Reviewed By field would indicate the User ID of the last district office staff to manually approve the item. Note: this approval may have taken place several analysis cycles ago.

Last Reviewed Times

The time when the person specified in the Last Reviewed By field approved the item. Note: this may be from several analysis cycles ago.

CAUTION: - DENYING ANY ITEM ON A PERMIT UNDER RE-ANALYSIS WILL RESULT IN THE REVOCATION OF THE PERMIT AND A REVOCATION NOTICE WILL BE ISSUED FOR OR TO THE APPLICANT.

Note: Used permits are not eligible for any refund. Also, the issuance fee may not be refunded, even on an unused permit. Thus, there are no refunds on seasonal or annual permits that are revoked as a result of reanalysis.

Bridge Details

Two related fields appear on the Bridge Details window. The **Last Reviewed By** and the **Last Reviewed On** fields indicate the User ID of the District Office staff who last entered a decision for this item and the time when that decision was entered respectively.

Road Details

Two related fields appear on the Road Details window. The **Last Reviewed By** and the **Last Reviewed On** fields indicate the User ID of the district office staff who last entered a decision for this item and the time when that decision was entered respectively.

Documents issued on Reanalysis

Permit Type	Decision On Reanalysis	Document Issued
Annual Permits with Specific routes	Approved w/o any route change	No documents issued.
	Approved w route change	Attachment (to original permit) with new route and route restrictions.
	Denied	Notice of permit revocation.
Blanket Annual Permits	N/A	New set of Restrictions for the associated Traffic Network.
Spokes - Additional Route Requests for Blanket Permits	Approved w/o any route change	No documents issued.
	Approved w route change	Attachment (to original permit) with new route and route restrictions.
	Denied	Notice of route revocation.

5.5 - APRAS BACK-UP SYSTEM

Notification

Web applicants are advised as follows when they are unable to access APRAS Web:

If you are unable to access the APRAS Web Home Page or enter applications, you should first check the status of APRAS:

- (1) by visiting the PennDOT Home Page (www.dot.state.pa.us) and selecting "Services & Software" > "PennDOT Online Services" > "APRAS" and read the "red" status message and/or
- (2) by calling our voice message box (877-807-7605 - toll free within PA) or (717-705-1416 - outside PA) and/or
- (3) by checking your E-mail (if you have provided the Central Permit Office with your correct E-mail address).
- (4) Also, attempt to access another favorite web site (to verify you currently have access to other sites).

If the nature of the problem and estimated repair time is known, this information will be posted at one or more of the above three locations. This protocol was established to allow for efficient notification to all users whenever problems arise. Please refrain from calling PennDOT until after you have checked all four options above.

PennDOT APRAS users are likewise advised **NOT** to contact the Central Permit Office when there is an APRAS outage. Central Permit Office staff follow an established protocol when there is an APRAS outage:

1. Staff attempt to duplicate the problem in both Power Builder APRAS in Central Office and in Web APRAS, to document the scope of the problem. Follow-up calls to other users may be necessary to further define the scope of the problem.
2. The Help Desk is notified and a Remedy Ticket is initiated.
3. The APRAS Team is notified, where applicable.
4. The PennDOT Home Page is updated, if operational.
5. The voice message box is updated.
6. Emails are prepared and sent once problem is more precisely identified, if email is operational.

It must be understood that multiple phone calls or emails to the Central Permit Office - while a system problem is being identified and appropriate persons are notified - are counterproductive. District APRAS Coordinators are encouraged to contact another office in the District and a neighboring District when an outage is first identified to help identify the scope of the outage.

Because the timely review of applications and issuance of permits is critical to PA's economy, APRAS software can be accessed by PennDOT users through a back-up server from any PC that is "attached" to the PennDOT WAN, including from a PennDOT District or

County Office, in the event normal WAN connections are unavailable.

Back-up System log-on Instructions

1. Click on Start.
2. Click on Programs.
3. Click on Accessories.
4. Click on Communications.
5. Click on Remote Desktop Connection.
6. Type in **PDFTERM2K01** in Drop-down Box.
7. Click "OK" on the Standard PennDOT Security Warning.
8. Type in User Name and Password and select CWOPA.
9. Double click on APRAS Icon (located on your Desktop), if available. Log onto APRAS using your same User ID and password. If the APRAS Icon is not available on your Desktop, go to next step.
10. Double Click My Computer (on your Desktop).
11. Double Click C: Drive.
12. Double Click APRAS Folder.
13. Double Click apras.exe.
14. Log onto APRAS using your same User ID and password.

Back-up system Background

The APRAS Back-up System utilizes "Windows Terminal Server" (WTS) technology. The APRAS Back-up System is a fully functional system that accommodates all remote outages that may occur in an Engineering District. Thus, Web-submitted applications requiring manual review can be processed via the new APRAS Back-up System and all applications entered by PennDOT staff can be analyzed by the APRAS software. The APRAS Back-up System can efficiently and safely process every OS/OW application regardless of how the application is entered into APRAS.

Almost all statewide APRAS outages have been isolated to the Web itself or to individual servers such as fax servers or email servers. In the rare event that the PennDOT Mainframe computer is unavailable, all APRAS access, regardless of computer terminal location, will be unavailable. The APRAS Back-up system is designed to address emergency or planned outages that may occur in one or several Districts.

New Staff Testing

New District Permit Office staffs need to test the APRAS Back-up system as follows:

1. Promptly file a paper copy of the APRAS back-up log-on procedures, in an orderly, promptly retrievable manner. (An electronic copy is posted on the PennDOT WAN but may not be accessible when it is needed).
2. Arrange for every new District APRAS user to test the new Back-up system by logging on their assigned office PC and using the new APRAS Back-up System for at least four continuous workhours (process real applications only on the Back-up system).
3. Test the Back-up system by logging on to a different PC, outside of the Permit Office, in the District or County or other proposed off-site location. It is not necessary to

process applications as part of this test; simply navigate the various system screens to ensure functionality.

Reporting Test Results

If a "network-attached" PC fails to connect to the APRAS Back-up System, notify the APRAS Ombudsman via email - be sure to identify the PC number - so the failure can be reported, researched and corrected in an efficient manner.

District-specific procedures

Each District can implement the APRAS Back-up System as soon as a decision is made by the District Executive or his designee that Special Hauling Permits can not be processed within the Permit Office or within the District Office location, due to various outage scenarios (e.g., loss of electricity or phone lines) or office relocations.

Each District should develop a tailored APRAS back-up plan. District-specific procedures would include the following:

- A "Flash" Administrative Message should be sent promptly to notify other APRAS Users of the situation.
- Book Permits can be processed, provided individual arrangements are made to transfer Book Permit callers to the designated temporary work station (e.g., call forwarding and/or voice mail message).
- Fax-in applications can be processed, provided individual arrangements are made to forward faxed applications to the designated temporary work station (e.g., call forwarding).
- Walk-in applications can be processed, provided a sign is posted redirecting walk-in applicants to the designated temporary work station. Since the permit will print on the APRAS default printer, simply "resend" the permit to a fax machine at the temporary walk-in location. (Printing is directed to the default printer defined by the various print servers in the District.)
- Bridge analysis and reviews can take place on the APRAS Back-up System. Coordinated assignments of Permit and Bridge staffs to off-site locations can improve efficiency during an outage.
- PCs in both the District and County Offices that may need to be utilized with the APRAS Back-up System need to be tested further to verify APRAS and WTS are functioning on those PCs.

Staff Use and Testing

District Office employees with access to APRAS should remain comfortable using the APRAS Back-up system by following the following training/testing protocol:

- **Monthly Test.** Once each month, log on an office PC and use the APRAS Back-up System to process several real applications.
- **Quarterly Test.** Once each quarter, log on to a different PC in the District or County or other proposed off-site location. Periodic testing is essential to maintain familiarity

with the log on process as well as verifying the APRAS and WTS infrastructure are in place at planned off-site locations.

Network PCs only

A PC need only be "attached" to the PennDOT WAN in order for Permit and Bridge staffs to use the APRAS Back-up System and WTS. For example, if a PC cannot connect to the statewide "P" Drive, that PC cannot be used to connect to the APRAS Back-up System and WTS.

If a "network-attached" PC does not connect to the APRAS Back-up System, notify the APRAS Ombudsman via email - include the PC number - so the matter can be resolved in an efficient manner.

CHAPTER 6 - BOOK PERMITS

6.1 - BACKGROUND

A small number of motor carriers apply for their permits by phone rather than apply by wire or through a permit service. **Such applicants should be encouraged to obtain an Account Number and apply online since such applications will be processed quicker and at less overall cost.**

Section 1945 of the Vehicle Code and Regulation 179.14 authorize Book Permits to be issued by the District Permit Office which do not exceed the dimensions specified by Regulation 179.14. The overall dimensions shall not exceed 95 feet total length, 14 feet total width, except a mobile home or modular housing unit having a total 6-inch roof eave overhang, or 14 feet total height. A roof eave overhang in excess of 3 inches shall be loaded to face the right side of the highway.

Book Permits cannot be issued if the Gross Weight or any axle weight exceeds the legal maximum limit, or the Gross Vehicle Weight Rating (GVWR) of the power unit.

Photocopies or facsimile copies of Book Permits are not valid. (See Regulation 179.14(k)).

Supplements will not be issued on single-trip special hauling book permits (See Regulation 179.14(g)).

6.2 - PROCESSING BOOK PERMITS

Book Purchase

A current "Certificate of Insurance" (see Regulation 179.7 (b)) and payment shall be made to the District Office with a certified/cashier's check or money order (**company checks are acceptable ONLY from registered persons**). Payment must be received prior to processing a booklet through APRAS.

- ✓ Select "**Book**" on the menu bar.
- ✓ Select "**Book Purchase.**"
- ✓ Enter the motor carrier's FEIN/SSN.
- ✓ Search existing address or create the motor carrier's new information.
- ✓ Choose the next available booklet in numerical order.
- ✓ Indicate the number of booklets to be purchased.
- ✓ Select the "**Permit Type**":
 - ≤ or = 14 feet wide
 - > 14 feet wide
 - DO NOT SELL
- ✓ The system will automatically define the current start and end dates, unit price, and total cost.
- ✓ Continue the process by selecting "**Save.**"
- ✓ Select "**Payment**" for processing.
- ✓ The FEIN is automatically assigned.
- ✓ Select the line item to be paid.
- ✓ Enter the check or money order number.
- ✓ Enter the amount of check or money order.
- ✓ Select "**Issue**" for completion of purchase

1. **Preparation of Booklet**

Print the following information on the front cover of the booklet.

- a. District number.
- b. District Office telephone number.
- c. District Office return address.
- d. Motor Carrier's name and mailing address.
- e. Book expiration date (one year from booklet Issuance date). (Refer to Book Permit Purchase.)

Prepare a separate folder under the permittee's name including a current "Certificate of Insurance", returned "Not Valid Copy", and other documentation (warning/suspension letters). File this folder, alphabetically, in the District Permit Office for a period of one year.

The booklet purchasing fee shall be \$250 for less than or equal to 14 feet in width or \$500 for greater than 14 feet in width.

First time Booklet purchasers should be provided with a copy of Chapter 179 and a copy of "How to Complete Permit Form 936 PB for a Single-Trip Special Hauling Book Permit for Oversize Movement." All purchasers should be provided with a copy of Form M-936A and Form M-938 with the booklet. Holiday Restrictions should be provided annually.

2. **Validating Individual Book Permits**

When the applicant telephones the District Permit Office to request approval for a move, remove the applicant's folder from the alphabetical file and enter the information in APRAS. The issuing District Permit Office must verify that the "Certificate of Insurance" is current. The "Certificate of Insurance" must be current before any book permits can be issued. Validate the information and the proposed routes.

Once an application has been approved, call the to validate the Book Permit by providing the applicant with the following information after it has been issued in APRAS:

- a. Move Ends: (i.e., five authorized weekdays after the move begins date, assigned by computer software),
- b. Permit Number (assigned by computer software),
- c. State Police Code (assigned by computer software),
- d. Permit Issue Date & Time (assigned by computer software),
- e. Total Miles (assigned by computer software),

- f. Special Instructions: Section 4962(a) of the Vehicle Code authorizes the Department to prescribe conditions of operation under the permit which the Department deems necessary to (1) protect the safety of highway users, (2) promote the efficient movement of traffic, or (3) protect the highways. All permit conditions provided by the District Permit Office when the book permit is validated must be listed in the book permit special instructions section exactly as stated.
- g. All "Permit Restrictions" must be **written** or **typed** on the "Original" and "Not Valid" copies. Additional sheets must be attached to **continue** "Permit Restrictions" that do not fit on the Form in the space provided. Inserting words like "See Attached" only is **not acceptable** in this section of the Permit.

Inform the applicant if the permit has been denied, including all denial reasons.

Supplements will not be issued on single-trip special hauling book permits (see Regulation 179.14(g)), except to correct a Department error (e.g., routing).

3. **Processing Refunds on Voided Book Permits**

When the applicant makes an error on a Book Permit (incompleteness, alteration, or erasure) it is automatically voided. In order to be eligible to receive a full refund for a validated Book Permit that is voided because of a typographical or handwritten error, both copies of the voided permit must be submitted to the issuing District Permit Office with a written refund request **postmarked** or **delivered** to the issuing District Permit Office on the same day the permit is validated.

When both copies of a voided Book Permit and the "Refund Request Letter" are received, examine both copies of the permit to identify whether it may have been used. If the permit is not already in "Issued" status, no refund will be granted.

If it is determined that:

- a. the Book Permit was not used,
- b. the written (signed) refund request adequately explains what errors were made,
- c. the explanation is consistent with the replacement permit, and
- d. either the envelope shows the same postmark date or the copies are hand delivered to the District Office on the same day,

The above information should be forward to the Central Permit Office for refund processing only after the applicant has provided or established an account with the Central Vendor Management Unit at www.vendorregistration.state.pa.us or by calling 1-866-775-2868. Form M-945T must include their account number from CVMU in order for it to be processed thru SAP (book permit refunds are not processed thru APRAS).

If it is determined that the Book Permit may have been used or the explanation is not consistent with statutory and regulatory requirements or is otherwise insufficient or not convincing, record the reason(s) why the refund request is being denied and file the denied request in an orderly, promptly retrievable manner for one year. Do not forward denied refund requests to Central Office.

4. Processing Validated Book Permits

When the completed "Audit Copy" of a validated Book Permit is received in the District Permit Office, it shall be compared to the permit that is on file in the database.

Regulation 179.14 specifies that Book Permits must be completely filled in by typewriter or legible printing, and that incompleteness, alteration or erasures void the permit.

Use of a book permit that is incomplete or that contains any alteration or erasure constitutes a violation.

If any Permit Restriction is **not** listed on the book permit, such omission constitutes a violation of the book permit, which is automatically voided under Regulation 179.14(j). Other violations include:

- Failure to furnish Permit Office with permit information **before** book permit is validated, under 179.14(i).
- Failure to complete book permit, under 179.14(j).
Any alteration or erasure appears on book permit, under 179.14(j).
- Failure to forward permit copy to Permit Office **on** validation date, under 179.14(l).
- Failure to return unused permits to Permit Office, under 179.14(n).

When a (i.e., one) violation of Regulation 179.14 occurs, notify the permittee in writing of its first violation with a Warning Letter (posted on PennDOT WAN).

Any two violations of Regulation 179.14 within 6 months, constitutes grounds for suspension for up to 3 months of the privilege of using book permits. (See Regulation 179.14(m)).

When a second or subsequent violation of Regulation 179.14 occurs, notify the permittee, in writing with a Suspension Letter (posted on PennDOT WAN) that no Book Permits will be issued by the issuing District during a specified time period. No single suspension under Regulation 179.14 may have a duration longer than three months. Provide the Central Permit Office with a copy of Book Permit suspension letters.

During a suspension under Regulation 179.14, the permittee is restricted only from operating under authority of Book Permits purchased from the issuing District. An application may still be made for permits under Regulation 179.8 or for book permits purchased from another District Office.

After a suspension under this Section has expired, the applicant may again apply for permits under this Section, unless otherwise suspended pursuant to Regulation 179.

Retain the "Audit Copy" of the Book Permit in the District Office, filed in an orderly, promptly retrievable manner for one year from the date of validation.

5. Processing Unused Book Permits

The applicant is required to return all unused Book Permits to the District Permit Office upon the expiration date listed on the front cover of the booklet. Failure to return all unused copies constitutes a violation, under Regulation 179.14(n).

All unused copies shall be filed in an orderly, promptly retrievable manner for one year in the District Permit Office.

Do not release booklets or validate individual Book Permits if the applicant has not returned both copies of voided or expired permits or one copy of validated permits within one week. If the applicant provides the District with a written explanation of the violation, confer with the Central Permit Office on an appropriate course of action.

Unused Booklets are not refundable.

CHAPTER 7 - WIRED APPLICATIONS & PERMITS

7.1 - REGISTRATION

Regulation 179.4 specifies the conditions under which a person may register with the Central Permit Office to apply for or obtain a permit by an approved wire method. Currently, Web APRAS and fax are the only approved wire methods for submitting applications. In addition, Regulation 179.8 specifies how applications may be submitted to the Department.

A person shall have on file in the Central Permit Office an executed Surety Bond (Form M-936B), a Registration Agreement (Form M-936RA), a Supplemental Registration Agreement (Form M-936RAS) and a Certificate of Insurance in order to apply for or receive permits by wire or to pay for permits with a company check or personal check. (Free permits may be faxed to governmental entities, even though they are not registered with the Central Permit Office.)

The vendor fax located in the District Permit Offices are not owned by the Department of Transportation; but are allowed by Regulation 179.15 as a service both to applicants and permittees. The fax vendors also provide equipment at truck stops, thereby offering a fax network. Fax vendors are required to pay the Department for operating costs, including phone line charges and hardware maintenance costs, therefore, the permittee will be charged a fax service fee by the fax vendor, which is separate from the cost of the permit.

Persons who are registered with the Central Permit Office are issued an executed registration agreement with a six-digit account number, which must be furnished on the application if it is made by wire.

Account numbers shall **not** be divulged to any person, except enforcement or auditing agencies. Refer applicants who do not know their account number to the Central Permit Office. The Central Permit Office will then contact the registrant listed on the registration agreement to resolve the situation.

Applicants wishing to apply for permits by wire or to participate in the monthly billing system should be advised to download the required forms from the PennDOT Web Site and submit completed copies to the Central Permit Office to obtain an account number. Instructions for completing these Forms are also posted on the PennDOT Web Site. Once the completed Forms are processed and an account number is assigned, any APRAS Coordinator can assist the motor carrier or permit service with applying via APRAS Web.

If a registered applicant requests a name change, a letter must be sent to the Central Permit Office identifying their old name, new name, and FEIN number. If the FEIN is also changing, the applicant must obtain a new Special Hauling Permit account. Any insurances or bonds currently in effect can be handled with a rider changing the name.

7.2 - FAX VENDORS

Because more than one vendor provides fax service in each District Permit Office (under authority of Regulation 179.15), if an applicant requests a fax vendor number, provide one referral number for each vendor providing fax service in the District Permit Office.

Advise applicants the Department does not control fax vendors' service fees.

Do not give an opinion (favorable or unfavorable) about any fax vendor to any applicant or permittee.

Be sure to assign the correct vendor name to the permit, so that each fax vendor will be correctly invoiced its fax vendor fees.

District Offices are responsible for providing fax vendors only those services outlined in Regulation 179.15.

7.3 - PERMITTEE COPY OF PERMIT

The Vehicle Code (Section 4962) requires the driver of a permitted vehicle to carry the permit in the towing vehicle. The driver is required to exhibit the permit to any:

1. police officer,
2. authorized agent (i.e., Department employee), or
3. person having an accident involving the permitted vehicle.

However, there are permissible instances in which the driver will either not have a permit, a Supplement or the original copy of Form M-936P/M-945S in his or her possession:

1. Oversize/overweight emergency movements occurring during non-work hours are occasionally made prior to the issuance of a permit (e.g., emergencies arising between 10 PM and 4 AM daily and 5 AM to 3 PM on Sunday while APRAS may be unavailable to allow overnight batch processing). Such movements are authorized orally by the State Police under authority of Section 4964 of the Vehicle Code and Regulation 179.12.
2. Permittees that receive their permit by email or fax possess a facsimile of Form M-936P. However, valid Special Hauling Permits contain identifiable fonts and a State Police Code, which can be verified by State Police.
3. Supplements issued to correct a routing error, where the permitted vehicle is "en route" (see Chapter 10, Section 1 discussion).
4. NASTO (Northeast Association of State Transportation Officials) multi-jurisdictional permits are compiled from each member jurisdiction's permit by authorized Permit Services that have entered into agreements with NASTO (NASTO information is posted on the PennDOT Web Site).

7.4 - ALLOWABLE PERMIT TYPES & APRAS WEB

APRAS WEB provides for applications to be submitted on-line for single-trip permits, emergency permits, super load permits and NASTO permits only.

Applicants applying for seasonal/annual permits, must apply directly to the District Permit Offices. Permit Services **cannot** apply via fax or by using the APRAS web for seasonal/annual permits.

With seasonal/annual permits, additional review time should be expected and included in the motor carriers' project planning. As a rule, seasonal/annual permits undergo more detailed manual review than single-trip permits and, therefore, require more time to process.

CHAPTER 8 - POSTED ROADS AND BRIDGES

8.1 -LAWS, REGULATIONS AND DISCUSSION

Following is a discussion on PA laws and regulations:

Laws

Section 4902(a) of the Vehicle Code authorizes the Commonwealth and local authorities (with respect to highways and bridges under their jurisdiction) to prohibit the operation of vehicles or to impose restrictions - by posting signs - as to the weight and size of vehicles that may operate upon any highway or bridge which might otherwise be damaged or destroyed.

Section 4902(b) provides similar authority when hazardous traffic conditions or other safety factors require a prohibition or restriction.

Section 4902(c) authorizes the posting authority to issue permits for vehicles to exceed a posted restriction. Sufficient security may also be required as a condition of the permit.

Section 4902(f) requires all actions pertaining to Section 4902 to be taken consistent with Regulations.

Regulations

Regulation 179.10(2) generally prohibits vehicles operating under authority of a Special Hauling Permit from superseding any lesser weight limit posted on a bridge or highway under authority of Section 4902. However, the applicant may request permission from the posting authority to exceed the posted weight. While Section 179.10(2) does not specifically address highways or bridges with posted size limits, the same policy would apply (i.e., a Special Hauling Permit alone does not authorize a vehicle to exceed a posted size or weight limit - only the posting authority can authorize a vehicle to exceed a posted limit).

Regulation 189 contains the rules for hauling in excess of posted weight limits on highways posted due to condition of the highway (see section 8.2).

Regulation 191 contains the rules for crossing bridges posted due to condition of the bridge (see section 8.3).

Regulation 193 contains the rules for using highways and bridges posted due to traffic conditions - such as steep hills (see section 8.4).

Discussion

Vehicle size and weight limits ensure adequate highway capacity and serviceability. Roadway pavements and bridges were designed to accommodate vehicles operating at the size and weight limits in effect when that portion of the system was under design. Various features (such as pavement materials and thickness, dimensions of bridge components, intersection and curve radii, lane widths, clearances and grades) are designed to accommodate current vehicle size and weight limits, thereby prudently administering available funds by ensuring the highway system is neither under-designed nor over-designed. Cumulative increases in the vehicle size and weight limits which occur over the design life of a pavement or bridge, coupled with the increasing age of a pavement or bridge, eventually result in the pavement or bridge no longer being able to support traffic operating at current legal maximum limits.

There are not sufficient funds and time available to reconstruct the extensive highway and bridge system to higher design standards to accommodate increases in vehicle size or weight limits.

One effect of increased vehicle weight limits is an accelerated deterioration of the existing highway and bridge system, with a resultant increase in the expenditure of funds for necessary maintenance and construction activities.

The accelerated deterioration of pavements is further increased by seasonal factors, with increased failures during winter warm periods and the spring thaw period for pavements subjected to heavy axle loads.

Thus, it is necessary to establish - by posting - vehicle size and weight limits less than the current legal maximum limit on those highways and bridges which cannot accommodate traffic operating at current legal maximum limits. However, a vehicle, which exceeds a posted Gross Weight limit, may have sufficient axles, wheels and spacings to distribute the Gross Weight over the pavement or bridge span in a manner that is acceptable to the posting authority. This possibility is considered when persons submit a completed Application/Permit To Exceed Posted Weight or Size Limit (Form M-4902 - posted on PennDOT Web Site) to the posting authority.

8.2 - POSTED ROADS

Regulation 189.3 provides for documented (e.g., bill of lading, shipping order) over-posted-weight **local traffic** (as defined) to exceed posted weight limits unless the posting authority (e.g., District Maintenance Unit) determines that an over-posted-weight vehicle being driven to or from a particular destination or destinations is likely to damage the highway. In such case, the posting authority will notify the registrant of the over-posted-weight vehicle or owner of the destination and will also notify State and local police.

Regulation 189.4 provides for the following types of permits to be issued by the posting authority (i.e., District Maintenance Unit in the case of State highways) when persons submit a completed Authorization To Exceed Posted Highway Weight Restrictions (Form M-4902A - posted on PennDOT Web Site) to the posting authority.

- Type 1 - authorizes use of a particular posted highway or portion thereof by an over-posted-weight vehicle (permit valid only when carried in the over-posted-weight vehicle).
- Type 2 - authorizes use of a particular posted highway or portion thereof by any number of over-posted-weight vehicles being driven to or from a common destination. (Regulation 189 does not require a Type 2 permit to be carried in the over-posted-weight vehicle.)
- Type 3 - authorizes use of a number of specific posted highways or portions thereof by an over-posted-weight vehicle (permit valid only when carried in the over-posted-weight vehicle).

Regulation 189.4 conditions the issuance of a permit on the agreement by the permittee to accept financial responsibility for excess maintenance of the posted highway section to be used by the permittee. The permittee may also be required to provide security to assure compliance with the maintenance - reconstruction agreement.

The District Permit Office (oversize/overweight) is not authorized to approve, deny or process Form M-4902A. Only the posting authority (i.e., District Maintenance Unit) may issue a posted road permit under the authority of Regulation 189, since only the posting authority fully understands why the road was posted as well as its current condition and particulars of any agreements.

Additionally, the District posting authority may authorize a move under the regulatory **local traffic** status if an alternate route is unavailable (e.g., local delivery or pickup) and if highway damage is unlikely.

APRAS is coded to issue Permits authorizing travel on highways posted under Section 4902(a) of the Vehicle Code and Regulation 189 provided:

- The Gross Weight does not exceed 80,000 pounds.
- The posted road should be either the first or the last authorized route leg. Applicants should look for alternate routing around the posted road.

All seasonal postings under Chapter 189, all Permits having a Gross Weight above 80,000 pounds, all Permits involving recurrent movements on a posted highway and all highways posted under Section 4902(b) of the Vehicle Code or Regulations 191 or 193 must still be approved by the posting authority before a Special Hauling Permit may be issued.

Regulation 189.4 specifies a \$15 fee for the issuance of each Type 3 permit. The District Permit Office may be responsible for forwarding fees collected on Chapter 189 permits, thru SAP.

The Roadway Management System (RMS) identifies whether a particular highway is posted and this information is downloaded into APRAS as part of the overnight batch cycle. Applications proposing to travel along a posted road, **which do not qualify** for auto-issuance under the criteria listed above, will be routed to the District Permit Office for manual review.

Special Hauling Permits do not supersede any lesser weight limit posted on highways under authority of Section 4902 of the Vehicle Code. If a Special Hauling Permit applicant wishes to travel on a posted road, determine whether the vehicle can be routed around the posted road. If an alternate route is available, reroute the vehicle. If an alternate route is unavailable - **except as noted above** - have the applicant contact the posting authority (i.e., Assistant District Executive for Maintenance or designee (Bonded Road Coordinator) within the Maintenance Unit). The Maintenance representative should promptly review the request (as to whether the vehicle qualifies as local traffic) and, if necessary, advise the applicant to submit a completed Form M-4902A along with security to secure his or her obligation to perform excess maintenance on the posted road.

An oversize/overweight Permit (Forms M-936P/M-936PB) may identify travel on a road with weights in excess of the posted weight limit only if approved by the posting authority (i.e., District Maintenance Unit) - **except as noted above**. Complete Restrictions 2030, or 2032 and 2033, if travel is authorized over a posted road.

8.3 - POSTED BRIDGES

Bridges may be posted under authority of Regulation 191 (due to condition of the bridge) or, in some instances, under Regulation 193 (due to traffic conditions) - see section 8.4.

Regulation 191.3 provides for: (a) single-trip permits, (b) 3-month permits with an unlimited number of trips, or (c) 12-month permits with a limited number of trips to be issued by the posting authority (e.g., District Bridge Engineer in the case of State bridges) provided:

1. for all practical purposes, the vehicle or combination can reach its destination only via the posted bridge; and
2. analysis of the number of axles, axle weights, distance between axles, height, width, and other data indicates that the vehicle or combination will not have a detrimental effect on the bridge.

The District Permit Office (oversize/overweight) is not authorized to approve, deny or process Form M-4902. Only the posting authority (i.e., District Bridge Engineer) may issue a posted bridge permit under authority of Regulation 191, since only the posting authority fully understands why the bridge was posted as well as its current condition.

Every over-posted-weight vehicle owner (including fire apparatus and other emergency vehicles) is required to obtain a permit prior to crossing a bridge posted with a lesser weight. Note: Section 4963 of the Vehicle Code, as amended, provides exemptions for oversize or overweight vehicles currently involved in the authorized reconstruction or maintenance of a posted bridge.

Each year - unless exempted under Section 4963 of the Vehicle Code, as amended - a Form M-4902 should be filed with the District Bridge Engineer by each County Manager for each piece of over-posted-weight snow removal equipment and by the District Traffic Engineer for each piece of over-posted-weight line painting equipment that may be used to cross each affected posted bridge in the District. This process also applies to vehicles currently involved in authorized contract snow removal or line painting agreements.

Permits must be placed in the over-posted-weight vehicle and be available for inspection by the police.

Regulation 191.4 specifies a \$15 fee for each single-trip permit and a \$50 fee for each 3-month or 12-month permit. Governmental entities exempt under Section 1901(a) of the Vehicle Code qualify for free permits. The District Permit Office may be responsible for forwarding fees collected on Chapter 191 Permits, thru SAP.

The Bridge Management System (BMS) identifies whether a particular bridge is posted and this information is downloaded into APRAS as part of the overnight batch cycle. Applications proposing to travel along a posted bridge will be routed to the District Bridge Office for manual review.

Special Hauling Permits do not supersede any lesser weight limit posted on bridges under authority of Section 4902 of the Vehicle Code. If a Special Hauling Permit applicant wishes to travel on a posted bridge, determine whether the vehicle can be routed around the posted bridge. If an alternate route is available, reroute the vehicle. If an alternate route is unavailable, advise the applicant to submit a completed Form M-4902 to the affected District Bridge Engineer consistent with the instructions printed on Form M-4902, unless exempted under Section 4963 of the Vehicle Code, as amended.

An oversize/overweight Permit (Forms M-936P/M-936PB) may identify travel along a bridge with weights in excess of the posted weight limit only if the posting authority has issued a Form M-4902 Permit. In such case, add Restriction Code 2030 to the Hauling Permit, and modify accordingly.

A load limit posted under order of the Public Utility Commission (PUC) on a bridge under PUC jurisdiction cannot be exceeded without obtaining permission from the PUC, (i.e., the posting authority), Bureau of Transportation and Safety, Rail Safety Division (717-787-9732). This situation would occur when a bridge, which crosses a railroad, is posted.

8.4 - HIGHWAYS & BRIDGES POSTED DUE TO TRAFFIC CONDITIONS

Regulation 193.3 provides for single-trip permits, or 12-month permits with an unlimited number of trips, to be issued by the posting authority (e.g., District Traffic Engineer in the case of State highways) if it determines that the vehicle or combination is unlikely to create a hazard due to the driver's thorough knowledge of the hazardous traffic conditions or other safety factors which are the basis for the restriction.

Regulation 193 should not be confused with Regulation 189. Regulation 193 pertains to movement over highways (and bridges on those highways) that are posted due to traffic conditions. These postings involve prohibitions of certain types of vehicles on hills and prohibitions due to incompatible types of traffic.

Not every long, steep grade is posted with a weight limit. Other measures short of a weight posting often curtail steep grade related accidents, including runaway truck ramps, truck pull-off areas and informational signing. APRAS Miscellaneous Restrictions (which take effect immediately) are used to identify Chapter 193 postings. Chapter 193 postings are not included in RMS or BMS databases. Close coordination between the APRAS Coordinator and the District Traffic Unit is necessary to ensure Chapter 193 postings are included in the APRAS Miscellaneous Restrictions. Applications proposing to travel along a Chapter 193 posted road or bridge will be routed to the District Permit Office for manual review.

The District Permit Office (oversize/overweight) is not authorized to approve, deny or process Form M-4902. Only the posting authority (i.e., District Traffic Engineer) may issue a permit to operate upon a highway posted under authority of Regulation 193, since only the posting authority fully understands why the hill or other highway or bridge was posted, its accident history and its current condition.

Regulation 193.4 specifies a \$15 fee for each single-trip permit and a \$50 fee for each 12-month permit. The District Permit Office may be responsible for forwarding Chapter 193 Permits fees thru SAP.

Special Hauling Permits do not supersede any lesser weight limit posted on hills or other highways or any lesser size limit posted on bridges under Section 4902 of the Vehicle Code. If a Special Hauling Permit applicant wishes to travel on a posted hill, highway, or bridge, determine whether the vehicle can be routed around the posted section. If an alternate route is available, reroute the vehicle. If an alternate route is unavailable, advise the applicant to submit a completed Form M-4902 to the affected District Traffic Engineer consistent with the instructions printed on Form M-4902.

An oversize/overweight Permit (Forms M-936P/M-936PB) may identify travel down a grade with weights in excess of the posted weight limit only if the posting authority has issued a Form M-4902 Permit. In such case, add Restriction Code 2030 to the Hauling Permit and modify accordingly.

CHAPTER 9 - PROCESSING FEES

9.1 - AUTHORITY

Fees that may be collected for Special Hauling Permits are set forth in the Vehicle Code (Chapter 19).

No permit fees may be assessed (nor shall any permit fee be waived) unless specifically authorized by statute, regulation or policy.

The Vehicle Code (Sections 1901 and 1902) exempts the following applicants from paying Special Hauling Permit fees:

1. The Commonwealth.
2. Political subdivisions.
3. State and local authorities.
4. The Federal Government.
5. Other states.
6. Any person hauling equipment or materials for use on a Federal or State emergency relief project or hauling a holiday tree for a governmental entity.

All Permit fees collected in the District and County Offices shall be paid by certified/cashiers check or money order consistent with Regulation 179.8. Department policy is that **"NO CASH"** can be accepted as payments.

The following information shall be entered by the applicant prior to accepting checks or money orders:

1. Payable to "PennDOT" or "Commonwealth of PA"
2. Signature of "Payee" and address
3. Date
4. Amount (of check or money order)

Checks shall be stored in a locked cabinet, desk, or office during nonworking hours.

9.2 - TON-MILE FEE

"Gross Weight" is defined as the combined weight of a vehicle or combination of vehicles and its load, excluding the driver's weight.

"Legal weight" is the maximum Gross Weight at which a vehicle or combination is registered in Pennsylvania to operate upon a highway (as listed on the registration card).

Whenever the "Gross Weight" exceeds the "legal weight" on a single-trip permit, a ton-mile fee is assessed on the difference at a rate of three cents (\$0.03) per ton-mile.

Seasonal/annual permits and permits for manufactured housing units (which are, by definition, only oversize) are **not** assessed an overweight ton-mile fee.

Movements that are being detoured due to construction projects will include the net mileage increase, as indicated within RMS.

9.3 - COUNTY OFFICE SUBMISSION OF REMITTANCES

County Offices must submit remittances to the District Permit Office every three workdays, consistent with Auditor recommendations.

Certified/cashiers checks/money orders are required. List "Application ID" number(s) in the lower left corner of certified/cashiers checks or money orders.

Form M-945D may be used to submit remittances to the District Permit Office. If used, retain receipted copy of Form M-945D for one year from transmittal date, in an orderly, promptly retrievable manner.

9.4 - DISTRICT OFFICE SUBMISSION OF REMITTANCES

An electronic Transmittal of Revenue (Form STD-420) is used to record money received in the Permit Office that is being forwarded to the Comptroller's Office.

Each evening, APRAS will forward an electronic copy of the transmittal to the Comptroller Operations Information Network (COIN). Prior to the transmission to COIN, the transmittal can be modified by "voiding" the transmittal and creating a new one. Once the electronic copy of the transmittal has been forwarded to COIN, the transmittal cannot be changed. Manual procedures must be used to correct human errors (e.g., document the error in writing on the office copy of the transmittal, notify the fiscal officer, prepare a typewriter version of Form STD-420 if necessary, and prepare refund paperwork if necessary).

The APRAS version of the transmittal does not need to list each check or permit. If the Comptroller needs to trace down a check, APRAS has a database table which links the checks used for payment to each permit/booklet paid for with the check.

Create Transmittal Actions:

APRAS provides a window to assist in the creation of this electronic transmittal form. To select checks to be included on the transmittal:

1. Within the list of checks, click anywhere in the row containing the desired check, the row will become highlighted.

The **Total Selected** field in the bottom of the window will be increased by 1.

The **Total Amount** field in the bottom of the window will be increased by the amount of the check.

2. Click on the remaining checks to be included.

To remove (de-select) a check from the transmittal:

Click anywhere in the row containing a selected check (highlighted), it will become un-highlighted.

The **Total Selected** field in the bottom of the window will be decreased by 1.

The **Total Amount** field in the bottom of the window will be decreased by the amount of the check.

To create the transmittal:

1. Click on the "Create" button.
2. The transmittal data is recorded and the form STD-420 is presented for printing in the Format and Print Transmittal window.
3. Click on the "Print" button to print the transmittal form.

Selecting a transmittal in the list of transmittals and clicking the "RePrint" button will re-print the selected transmittal.

To close the window without creating a transmittal:

Click on the "Close" button.

View/Void Transmittal Actions:

View. The View Transmittals window is used by Permit Office staff to view the list of transmittals created in their office. The window displays the last year of transmittals. The transmittals are displayed in descending order by the creation date of the transmittal (i.e. the most recent first). The View Transmittals window is accessed by selecting the "View Transmittals" menu item from the "Accounting" menu.

1. Click on transmittal number
2. Click view – opens to STD-420
3. Click on "transmittal details" – will provide check details

Void/Reprint. In addition to viewing the transmittals, the window can be used to void a transmittal, or reprint a transmittal. A transmittal can only be voided if it has not yet been forwarded to the COIN system (this is done automatically by APRAS each evening). A "voidable" transmittal is indicated by a "No" in the Transmitted column of the list. A transmittal is voided by selecting it in the list and clicking on the "Void" button. A dialog will be displayed to verify that the transmittal is to be voided.

To select a transmittal:

Within the list of transmittals, click anywhere in the row containing the desired transmittal, the row will become highlighted.

To void a transmittal:

1. Select the desired transmittal from the list (**Transmitted** must be "No" and Voided must be "No").
2. Click on the "Void" button.
3. Select "Yes" in the confirmation message.

To reprint a transmittal:

Select the desired transmittal to be re-printed.
Click on the "RePrint" button.

To close the window:

Click on the "Close" button.

Remittances:

On the reverse side of each check or money order, use the standard check endorsement stamp and enter Transmittal of Revenue number (TR #) as assigned by APRAS.

9.5 - MONTHLY BILLING SERVICE

All active registrants will be invoiced for their permits under the Department's free, automated monthly billing service. When an application from any approved registrant contains a valid six-digit account number and Monthly Billing payment option (#3), the permit will be invoiced under the monthly billing service (including permits that are obtained in person).

Each APRAS Account can provide Industry users with on-line access to their account information. For example, users have access to a fully detailed, two year invoice history that may be viewed in a 90 day increments - even downloaded onto a spreadsheet. Users can also access a full two year transaction history that may be viewed and printed - seven days a week, twenty hours a day. Industry users are encouraged to take full advantage of APRAS Web features by contacting the Central Permit Office and providing an email address. The Central Permit Office will send a courtesy invoice summary every month via email and will eliminate paper invoices.

DO NOT advise applicants to deduct any portion of their payment relating to APRAS invoices. Applicants are to PAY THE FULL AMOUNT appearing on the invoice. Adjustments will be made on future invoices. Advising applicants to deduct amounts from their invoice puts them in peril of being suspended. Part of the agreement of partnering with PennDOT requires the applicant to "make full payment" for the amount appearing on their invoice. If credits are to be given, the next month's invoice will reflect the adjusted amount.

On occasion, District Permit Offices will be contacted by Permit Services or the Central Permit Office to supply copies of applications or permits in order to resolve a dispute on a pending monthly invoice. Copies of disputed permit records should be provided within one week of the request.

Bill Code 3 permit refund requests will be processed by the Central Permit Office. Refer requests for refund of Bill Code 3 permits to the Central Permit Office.

If a registrant does not pay the full or exact amount due within ten days of the Comptroller's dunning letter mailing, the Account will automatically be suspended within APRAS. Billing registrant suspensions will not be lifted until the exact amount due is posted by the Comptroller and credited in APRAS which takes 1-2 days (payments posted by the Comptroller are downloaded into APRAS as part of an overnight batch cycle). Registrants have the option of paying their invoices by credit card - the required "Credit Card Authorization Form" is on the PennDOT Web Site.

District and County Permit Offices cannot accept checks from suspended registrants on behalf of the Office of the Comptroller.

Suspended monthly billing registrants cannot obtain any permits (e.g., book permits, walk-ins or through Permit Services) until the full amount due is received in the Comptroller's Office.

9.6 - NONPAYMENT OF FEES

The following policies should preclude the issuance of permits without associated permit fees being deposited in the Motor License Fund.

Bill Code 0

Book Permits (Bill Code 0) shall be paid in full by check or money order prior to releasing the booklet.

Bill Code 1

Permits issued to applicants not having a valid account number (Bill Code 1) must be obtained in person or via mail. Bill Code 1 permits shall be paid for by certified/cashiers check or money order before releasing the permit.

If a Bill Code 1 applicant's certified/cashier's check or money order is occasionally less than the permit fee due to the Department assigning a higher mileage, the applicant may pay the difference (up to \$5) with a personal check. If the permit fee is \$5 or more than the certified/cashier's check or money order amount, instruct the applicant to obtain another certified/cashier's check or money order to cover the permit fee. Do not accept cash for permit fees under any circumstances.

Bill Code 3

Applicants with an account number (Bill Code 3) who do not make full payment will be suspended until the exact amount due is posted by the Comptroller and credited in APRAS which takes 1-2 days (payments posted by the Comptroller are downloaded into APRAS as part of an overnight batch cycle).

General

The Permit Office should not accept any check which:

- has a time limitation "stamped" on the check less than 60 days,
- is not correctly completed (see section 9.1), or
- overpays the correct fee by more than 10 dollars unless the applicant acknowledges that a refund will not be requested for the over paid amount.

9.7 - UNCOLLECTIBLE CHECK(S)

A check is deemed to be uncollectible once it has been returned to the Department via the Treasury. Upon receipt, the Comptroller will return the uncollectible check to the permittee and may also notify the Issuing District via their Notification of Uncollectible Check form letter.

Any permittee who has submitted to the Department an uncollectible check as payment for a Special Hauling Permit must replace the uncollectible check immediately with a check or money order for the amount of the permit(s) plus an additional \$30 (\$10 to cover the cost of collection as authorized under Section 1957 of the Vehicle Code and a \$20 penalty fee as authorized under Section 619-A(2)(I) of the Administrative Code). Comptroller will collect the replacement check and notify Central Permit Office to bill their monthly account for the additional \$30 on their next bill.

If the "uncollectible" check is not replaced within the ten days, fax a copy of the Comptroller's notification to the Central Permit Office, so the permittee may be suspended statewide from receiving Special Hauling Permits and Book Permits until full payment is received.

CHAPTER 10 - SUPPLEMENTS AND REFUNDS

10.1 - SUPPLEMENTS

All Permit Supplements require manual review of the applicant's free-form text request, to verify the request is warranted. These case-by-case decisions will require independent judgment and decision making by staff that are rendered outside of standard operating procedures.

A Supplement (Form M-945S) is issued to amend a Special Hauling Permit (Form M-936P) due to unavoidable changes. A Supplement for a non-super load permit is issued at no cost. A Supplement shall be requested in writing by the permittee before the permit expires.

The Supplement Number is the Original Permit No. with a one-digit sequential suffix number, separated by a dash.

Supplements may be issued in the following limited instances only (consistent with Regulation 179.9(g)):

1. Substitution of a motor vehicle, truck tractor or a semi-trailer (**not both**) due to **vehicle breakdown** provided: (a) no weights or sizes are increased, and (b) the substitute vehicle has the same number of axles and wheels with spacings between axles and vehicle manufacturer's ratings no less than the permitted vehicle (if en route on a PA State highway, where the vehicle/load is a potential roadside hazard to motorists, provide prompt assistance, without delay).

Instruct permittees who repeatedly request Supplements due to equipment breakdown to either provide a copy of the vehicle repair service estimate/invoice/work order or apply for a new permit. Falsifying work orders could lead to a State Police investigation.

2. A one-time request for a three-weekday time extension of a single-trip permit, if requested prior to the permit's expiration, including a State holiday or a day when the issuing office is closed.
3. A necessary change to the scheduled date of the start of a movement to be escorted by the Pennsylvania State Police or Motor Carrier Division staff, that is submitted and approved at least 48 hours prior to the initial movement in Pennsylvania.
4. A change to the registration number of a vehicle due to the issuance of a new vehicle registration number by the state in which the vehicle is registered.

5. In the case of seasonal or annual permits, a change in the transporting vehicle due to purchase of a replacement vehicle, provided no weights or sizes are increased and the purchased vehicle has the same number of axles and wheels, with spacings between axles and vehicle manufacturer's ratings no less than the former permitted vehicle.

By policy, a Miscellaneous Supplement may also be issued in the following limited instances:

1. To correct a Departmental error (e.g., routing error). In this case, an oral request may be submitted via the telephone. Refrain from acknowledging Departmental error on the Supplement. If the permittee is already "en route" and cannot obtain a route correction Supplement by wire or email, the District Permit Office may orally authorize the permittee to travel on the revised routes by providing the Supplement number, employee name and phone number to the driver.
2. Route-correction Supplements on Book Permits, due to Departmental error.
3. When the applicant's proposed routes are changed by APRAS or Department personnel, and the applicant requests a minor route change relating to the portion of routes that were changed. However, the applicant must provide a legitimate reason supporting their request (e.g., unable to negotiate a turn on changed routes).
4. For seasonal or annual permits, to list substitute equipment being hauled due to purchase of replacement equipment. No supplement should be issued for replacement vehicles under a seasonal or annual permit unless the applicant produces a bill of sale to verify he no longer owns the original permitted vehicle and that the vehicle has been transferred to another person.

The permittee is not required to obtain a route correction Supplement from the Permit Office that issued the original permit.

Under Regulation 179.8(3), **Supplements shall not be issued to correct errors** (such as incorrect weights, spacings or dimensions, incorrect origin or destination, incorrect load description or quantity, incorrect move dates or permit type or responsible motor carrier) **that were provided by the applicant or its agent on the submitted application**. Under Regulation 179.8(3), information provided in applications must be accurate.

Supplements **shall not** be issued to change the permittee's name (i.e., Permits are not transferable).

Supplements **shall not** be issued to seasonal/annual permits after the routes went thru reanalyzing. No supplements will be issued on permits where issues have developed due to bridge inspections, etc.

10.2 - REFUNDS & ADJUSTMENTS

The Vehicle Code (Sections 1904 and 1947) authorizes the Department to refund the ton-mile or State escort-mile fee on unused permits. Also see Regulation 179.9(f) for regulatory requirements that must be met for a refund request to be approved.

The Central Permit Office will process refund requests it receives on permits.

The design of APRAS ensures that APRAS is auditable and ensures that APRAS will not allow anyone to mishandle funds (whether intentional or unintentional). As a result, when “unintentional” errors are made, they are subject to the same edit controls as “intentional” acts. Deviation from established policy for refunds and adjustments would circumvent the designed audit trail; therefore established policy must be adhered to in all cases.

(Bill Code 1)

Unused Bill Code 1 (i.e., no Account) permits may qualify for a refund, provided the following requirements are met:

1. The permittee requests a refund on its **unused** permit, in writing, with a satisfactory explanation as to why the permit was not used, including, where feasible, corroborating evidence such as a replacement permit number.
2. The written request is postmarked or delivered to the issuing District Permit Office on or before the permit expiration date.
3. The unused copy of Form M-936P is returned to the issuing District Permit Office with the written cancellation request.
4. A check or money order for the entire permit fee must have been processed (via APRAS).

When all of the above requirements are met, and it is determined the permit was not used, forward the refund request to the Central Permit Office for review under cover of Form M-945T.

No fees will be refunded on a permit that has been confiscated en route, since refunds are not issued on used permits.

Adjustments (Bill Code)

Requests for adjustments resulting from Departmental errors on Bill Code 3 (i.e., Account) permits must be submitted to the Central Permit Office in writing, with a detailed explanation of the error supplying the replacement permit or application id number. If justified due to a **Departmental error**, an adjustment will be done with the full permit fee amount credited to the account. The motor carrier must return the original permit to the District Office postmarked or delivered before the permit expiration date.

10.3 - REFUND PROCESSING

When the permittee requests a refund of money that was collected for payment of a Book Permit or a Special Hauling Permit, review the request for accuracy and completeness and, if acceptable, submit the permit, the refund request letter, the postmarked envelope and other corroborating evidence to the Central Permit Office for processing on Form M-945, Refund of Monies. The Central Permit Office will review the refund request and, if approved, determine the refund amount as follows.

1. If a Book Permit is **voided** under Regulation 179.14(j), the entire permit fee will be refunded. This would occur when an applicant makes a mistake on his or her unused Book Permit, causing the Book Permit to be automatically voided, provided the request for refund is postmarked or delivered on the **same** date.

Book Permit customers must now register with the Commonwealth's Central Vendor Management Unit either by phone at 717-214-0140 or at www.vendorregistration.state.pa.us. Payments will be received thru SAP and not APRAS. Their account number should be added to Form M-945, Refund of Monies. In addition, please include a copy of the Form STD-420 Transmittal of Revenue showing payment.

2. If unused Bill Code 1 permit, the issuance fee plus the \$10 refund processing fee will be deducted from the permit fee to arrive at the amount of the refund.
3. If refund is requested because of a verifiable Departmental error, the entire permit fee will be refunded.

If approved, a refund check will be mailed after it has been processed by the Comptroller and the State Treasury.

10.4 - DENIED REFUNDS – Central Permit “Only”

If a refund request is inaccurate or incomplete, deny the request. Do not forward the request to the Central Permit Office.

If a refund request is denied, be sure to note on the file why no refund will be given (e.g., above requirements are not met, "Permittee copy" appears to have been used, explanation not satisfactory, letter postmark or delivery after permit expiration date).

File denied refund requests for one year in an orderly, promptly retrievable manner.

CHAPTER 11 - VOIDING PERMITS

District Permit Offices

District Permit Office staffs have the authority to void a Form M-936P permit if the applicant withdraws his or her application after the permit has been printed, provided:

- the applicant has not received any copy of the permit (including a fax copy),
- the void is made on the same business day,
- the check is associated with only one permit,
- the check has not been included on a transmittal, and
- the permit is being voided as an Agency Error.

The check will automatically be deleted from APRAS records once a void is successfully performed on an application in approved or issued status.

Requests for a “super” void must be submitted to the Central Permit Office in writing, with a detailed explanation of the error supplying the replacement permit or application id number. Example of “super” voids are:

- voids resulting from Departmental errors on Monthly Billing Accounts (Bill Code 3) or
- lost checks

If an adjustment is justified due to a **Departmental error**, a **super void** will be done with the full fee amount of the permit credited to the account. The motor carrier must return the original permit to the District Office received or postmarked prior to permit expiration date.

When a void results from Departmental error(s) on Bill Code 1 (i.e., walk-in), the District Permit Office must obtain the permittee’s original permit (prior to the nightly batch cycle) and then void the permit. Fees collected from the original permit must be retrieved from its secured location noting the replacement application id number. A detailed explanation of the error(s) must be attached with the replacement permit id number or application id number and kept on file for one year.

Book Permits (Form M-936PB) are automatically voided - by Regulation - due to incompleteness, alteration or erasures, under Regulation 179.14(j). However, Book Permits cannot be voided within APRAS because they cannot meet the above criteria. Requests for refunds of Book Permits should be forwarded to the Central Permit Office for processing.

All void paper copies of both M-936P (walk-ins or fax) and M-936PB Permits shall be filed in the District Office in an orderly, promptly retrievable manner for one year.

Central Permit Office

Occasionally, the Central Permit Office and/or BIS staff may need to “super void” a permit that cannot be voided by a District Office (because not all above void requirements were met). In these instances, the District must furnish detailed information, including compelling reasons and chronology (i.e., what happened?, when did it happen?, how did it happen?). This information is needed to justify follow-up action by BIS staff to “back out” the error if possible.

CHAPTER 12 - PERMIT VIOLATIONS

12.1 - VEHICLE CODE PENALTIES

Section 4907 provides several penalties for violating a permit.

Section 1945 provides a penalty for operating in violation of the Book Permit provisions.

Section 4945 provides penalties for exceeding the maximum gross, axle, or wheel weight limits.

Section 4902 provides a penalty for operating in violation of that section's provisions concerning posted roads, posted bridges and posted hills.

Section 4962 provides a penalty for moving under an altered, forged or counterfeited permit.

12.2 - DEPARTMENTAL PENALTIES

Every Special Hauling Permit is regulated by the applicable sections of Regulation 179 unless specifically exempted by the Vehicle Code or by Regulation 179.

Regulation 179.14 provides for the revocation of an applicant's use of Book Permits (Form M-936PB) if the applicant violates any provision of his or her Book Permit more than once within a six-month period (see Chapter 6).

Regulation 179.16 provides certain penalties for violating Chapter 179 or the permit, including:

1. confiscation of the permit by any police officer or Department representative, and
2. refusal by the Department to issue future Special Hauling Permits (e.g., suspension).

Regulation 179.18 provides a suspension schedule for various violation categories and associated suspension periods.

An Administrative Hearing may be conducted when a violation is considered to be serious enough to warrant a suspension from operating under permit authority on State highways. At the hearing, both the permittee and the Department may present evidence and (recorded) testimony. The appointed Presiding Officer then reviews the evidence and applicable laws and files a proposed report to the Secretary. If the proposed report recommends a penalty (e.g., 30 day suspension) and the Secretary approves the proposed report, the Central Permit Office is notified. The Districts are then notified of the suspension, unless the permittee appeals the suspension to the Commonwealth Court and is granted a supersedeas. In such case, the suspension is postponed until Commonwealth Court reviews the hearing record and rules on the reasonableness of the suspension.

12.3 - ISSUING PERMITS FOR CITED VEHICLES

When a driver is cited for traveling without a Special Hauling Permit or in excess of what is allowed under the permit, the Enforcement Officer will confiscate the permit. The Permit Office may issue a permit for the cited vehicle, upon review and approval of a completed application. The permit should authorize travel only on that portion of the route from the point of apprehension to the intended destination.

The District Permit Office, consistent with Regulation 179.9(d), may also issue a permit (see Load Type 68F) authorizing the operation of a vehicle or combination to a point on the Pennsylvania boundary by the shortest distance from the place where the violation occurred, or to some other place where the load can be dismantled, reduced, disassembled or otherwise rearranged. **Such action would be appropriate if a permit would not have been issued for the cited vehicle, if proper application had been made.** For example, a permit may be issued for an overweight garbage truck only if it has been cited by the police for being overweight.

When a Permit Office employee is contacted by a police officer or weight enforcement officer with information about a cited vehicle, it is understood that the subsequent permit application may be web-submitted and auto-issued via APRAS; but, it is also possible the application may need to be manually entered into APRAS or manually reviewed. In this event, it would be prudent to ensure the subsequent application is consistent with the size, weight, vehicle and load information furnished by the officer.

If PennDOT staff is notified about a confiscated permit, issue a Miscellaneous Supplement noting that the permit has been confiscated.

No fees will be refunded on a permit that has been confiscated en route, since refunds are not issued on used permits.

12.4 - PENDING CITATIONS

The policy on discussing pending cases involving citations issued by the police is as follows:

1. Cases where citations are pending should not be discussed with the defendant, his or her employer or attorney. It is reasonable to assume they will tell only part of the story to elicit a favorable reply. Such persons should be told that since the Commonwealth is prosecuting them, it would be inappropriate for a Commonwealth official (other than the prosecutor) to discuss the matter with them.
2. If a magistrate calls with a question about a pending case, connect the magistrate with the Office of Chief Counsel.
3. Do not correspond with a defendant about a pending case without the prior written approval of the Office of Chief Counsel.
4. Do not volunteer to appear as a witness for the defendant without the prior written approval of the Office of Chief Counsel.
5. If you are subpoenaed to appear as a witness, notify the Office of Chief Counsel as soon as possible.

Adherence to this policy will prevent unfortunate situations from arising in which citations are discharged because of verbal or written information given the defendant or magistrate by a Department employee who does not know all the facts surrounding the issuance of the citation.

12.5 - SUSPENSIONS AND INACTIVATIONS

A **suspension** is a ban on the privilege of receiving Special Hauling Permits. Persons may be suspended from receiving Special Hauling Permits in Pennsylvania for violations of the Vehicle Code or Regulation 179 (with an Administrative Hearing) for non-payment of any permit fee (without an Administrative Hearing). A person is suspended by having their FEIN suspended in APRAS.

An **inactivation** puts on hold the privilege of receiving Special Hauling Permits **by wire** and paying for permits under monthly billing or with a company check or personal check. Registrants are inactivated for not complying with the Department's permit registration requirements (see Regulations 179.4 and 179.5). For example: if the surety company notifies PennDOT that the Surety Bond will expire or if the Office of Chief Counsel notifies the Central Permit Office that the company has declared bankruptcy then the Account will be inactivated.

Thus, suspended Accounts may not obtain **any** Special Hauling Permits; while inactivated Accounts may obtain Special Hauling Permits either through a Permit Service or in person or by mail and pay with a certified check/cashier's check or money order.

APRAS will not allow the issuance of any permit to any person who is serving a suspension. "Person" includes the applicant, permittee, permit service, or any of their employees, agents, officers, contractors, subcontractors, lessees, associates, successors or assigns (See Regulation 179.18(a)).

In no case shall a Permit Office refuse to issue all permits (other than Book Permits - see Chapter 6) to a particular applicant on its own initiative. APRAS will automatically block the processing of all applications from suspended persons as well as applications wired directly from deleted persons.

In order to have a suspended or inactivated Account made active, applicants should be directed as follows:

- Inactivation: Contact Central Permit Office. (Applicant should have received same cancellation notice that Central Permit Office received from bonding company. Accounts with no permit activity may also be inactivated and applicants will need to discuss their situation with the Central Permit Office.)
- Legal suspension: Refer to Administrative Hearing Officer's written suspension Order, which would have been provided to applicant prior to suspension.
- Non-payment suspension: Contact Office of the Comptroller ((717) 787-8533 - as noted on invoice). While the Central Permit Office forwarded the invoice, payment must be made - in full - to the Comptroller (Accounts Receivable) in order for the Account suspension to be lifted on the following business day.

Ten days prior to a non-payment suspension, the Comptroller mails a "dunning" letter to applicants notifying them of their pending suspension. Also see Chapter 9, Section 7.

12.6 - BANKRUPTCIES

Under the U.S. Bankruptcy Code:

Chapter 7 may be used by businesses or individuals. A portion of the debtor's assets is liquidated and distributed among creditors by a trustee to satisfy debts. In some cases, action can be brought against a debtor by creditors.

Chapter 11 provides businesses or large investors with protection from creditors while they continue operating and develop a repayment plan. Both creditors and owners must agree on a reorganization plan, which ultimately must be approved by a federal bankruptcy judge.

Chapter 13 provides protection from creditors to individuals, including those who are sole proprietors of a business, while they repay their debts from current assets and income.

The Office of Chief Counsel will notify the Central Permit Office periodically of persons who have filed for bankruptcy.

Persons who have filed a petition for bankruptcy will not be suspended for nonpayment of any permit fees incurred prior to filing for bankruptcy. However, the Office of Chief Counsel will be asked to initiate collection action on the surety bond and such applicants' accounts will be deleted (i.e., inactivated in APRAS) until a new surety bond (or irrevocable letter of credit - not Form M-937 LC) is accepted by Central Office.

CHAPTER 13 - HEARINGS

13.1 - WITNESS GUIDELINES

Regulation 493 contains provisions for testimony by Department employees who are testifying under subpoena as witnesses in legal proceedings.

Regulation 493.4(e) specifies:

- e. An employee testifying under subpoena is required to testify only to facts within his or her personal knowledge, and is not required to give his or her opinion as an expert in his or her particular field of knowledge. In order to avoid prejudicing the Department's case, where it is a party, and to maintain the Department's neutrality in private litigation, statements of opinion are to be avoided wherever possible.
 - 1. If an employee is questioned as to his or her opinion by anyone other than an attorney for the Department, he/she shall respectfully decline to answer on the grounds that he/she is forbidden to do so by this chapter. If he/she is, nonetheless, ordered to testify by the person or body conducting the proceeding, he/she shall do so.

If an employee is subpoenaed to testify in court or at a hearing, contact the Office of Chief Counsel before testifying.

13.2 - ADDITIONAL SUGGESTIONS TO WITNESSES

A. Before You Testify

1. If you are going to testify concerning records, become familiar with them. You should know what the records contain and be able to refer to them easily if you must do so while you are on the witness stand. If you are not generally familiar with the Department's procedures for making and keeping these records, find out. You may be asked to authenticate them as records made and kept in the regular course of the Department's business.
2. If you are going to testify concerning some event that happened months, or even years, before, try to refresh your recollection. Return at least once to the place where the event occurred. Close your eyes and try to picture the exact scene; note the location of physical objects and approximate distances, for you may be asked about these things. If you gave a written statement, ask to see it. Talking with friends or co-workers who were there may help to recall details that you had forgotten. But do not try to develop a common story. Remember: your testimony should state what you recall, not what somebody else told you.

B. On Your Day in Court

1. Dress neatly, but do not overdress. Normal business attire is about right.
2. If you have received a subpoena, take it with you. It may prove useful, for example, if you are not sure in which courtroom the trial is being held.
3. When you arrive outside the courtroom, if you do not know the attorney who has subpoenaed you, ask for him and introduce yourself. If the trial is in progress and you must wait for a recess, it is usually best to remain outside the courtroom.
4. The Commonwealth attorney - who will normally be asking you questions under direct examination - (not the defendant's attorney who will normally be asking you questions under cross examination) will probably want to discuss your testimony with you, which is a proper thing to do. If you are producing Department records, however, do not turn them over to the attorney until the judge orders you to do so, unless the attorney for the Department is there or you have been told to do otherwise.
5. Avoid any undignified behavior such as loud laughter from the moment you enter the courthouse. Gum chewing may be permitted in the corridors but not in the courtroom itself.

C. When You Are on the Stand

1. When you are called as a witness, stand upright while taking the oath. Pay attention and say "I do" clearly, so that everyone can hear. Try not to be nervous; there is no reason to be.
2. While you are on the witness stand, you are sworn to tell the truth. Tell it!
3. Talk to the members of the jury, if there is one. Look at them most of the time and speak to them frankly and openly as you would to a friend or neighbor. Do not cover your mouth with your hand. Speak clearly and loudly enough so that the farthest juror can hear you easily.
4. Speak in your own words. There is no need to memorize your testimony beforehand; in fact, doing so is likely to make your testimony sound "pat" and unconvincing. Be yourself.
5. Listen carefully to each question and make sure you understand it before you start to answer. Ask for the question to be repeated if necessary. If you still do not understand it, say so. Do not answer a question that you do not fully comprehend or before you have thought your answer through.
6. Answer directly and simply, with a "yes" or "no", if possible, only the question asked; then-stop. Do not volunteer additional information that is not requested. Otherwise, your answer may become legally objectionable under the technical rules of evidence and may also cause you to appear biased. If, however, an explanation is required, say so. Sometimes an attorney will try to limit you to a "yes" or "no" answer. If that happens, simply say that you cannot answer the question "yes" or "no". Usually the judge will let you explain, but in any event, the jury will get the point.
7. The court and jury only want the facts that you have observed, not what someone else told you. Nor are they interested in your conclusions or opinions. Usually you will be unable to testify about what someone else told you, and only "expert" witnesses are allowed to give their conclusions and opinions.
8. When possible, give positive, definite answers. Avoid saying "I think," "I believe," or "In my opinion" when you actually know the facts. But if you do not know or are not sure of the answer, say so. There is absolutely nothing wrong with saying "I don't know." You can be positive about the important things without remembering all the details. If you are asked about little details that you do not remember, just answer that you do not recall.
9. Do not exaggerate. Be wary of overly broad generalizations that you may have to retract. Be particularly careful in responding to a question that begins, "Wouldn't you agree that . . . ?" Note also that statements like "Nothing else happened" are dangerous; after more thought or another question, you may remember something else. Say instead, "That's all that I recall," or "That's all I remember happening."

10. If your answer was wrong or unclear, correct it immediately. It is better to correct a mistake yourself than to have the opposing attorney discover an error in your testimony. If you realize that you have answered incorrectly, say "May I correct something I said earlier?" or "I realize now that something I said earlier should be corrected."
11. Stop instantly when the judge interrupts you or when the other attorney objects to what you say. Do not try to sneak in an answer.
12. Usually, a witness should not ask the judge for advice, it is the attorney's job to object to any improper questions. When, however, you appear in court without an attorney, as frequently happens when records are relevant to a dispute between other parties, it is permissible, if a question seems clearly improper, to ask the judge if you have to answer it. Do not abuse this privilege, however, as it will make you appear evasive.
13. Always be polite even if the attorney is not. Do not be an argumentative or sarcastic witness. Remember; the attorney has a big advantage: he/she can ask the questions.
14. The honest witness has nothing to fear on cross-examination. Some of the rules set forth above may make more sense, however, if you understand what an attorney tries to do on cross-examination. If your testimony has not been harmful to his or her case or if he/she thinks that questioning you further will prove fruitless or counterproductive, he/she may waive cross-examination or ask a few perfunctory questions. If, however, your testimony has been damaging to his or her client, the opposing attorney will argue to the jury that they should not believe you. To make that argument, he/she wants to make it appear that you are a liar or that you do not know what you are talking about. The usual approach is to try to get you to say things that the attorney can show are not completely true. He/she will then argue to the jury: "Since the witness lied or was wrong on this point, his or her entire testimony is unworthy of belief." Here are a couple of "trick questions" that attorneys will sometimes use:
 - a. "Have you talked to anybody about this case?" If you say "No," the jury will think that probably you are not telling the truth, because a good lawyer talks to its witnesses before they testify. Simply say that you talked to whomever you did-the lawyer, the police, or anyone else.
 - b. "Are you being paid to testify in this case?" The lawyer hopes that your answer will be "Yes," suggesting that you are being paid to say what the lawyer who called you wants you to testify. Your answer should be something like: "No, I am not getting paid to testify. I turned the subpoena fee over to my employer, and I will receive my usual salary" (see Regulation 493.5).
15. Testifying for a substantial length of time is surprisingly tiring and can cause fatigue, crossness, nervousness, anger, careless answers, and a willingness to say anything in order to leave the witness stand. If you feel these symptoms, strive to overcome them, or ask the judge for a five-minute break or to allow you to have a glass of water.

CHAPTER 14 - FORMS AND PUBLICATIONS

14.1 - GENERAL

The basic purpose of a form is to provide for the uniform recording, transmitting, and data processing of information. Forms allow information processing (and service to the public) to be more efficient than would otherwise be possible.

All forms must be used as designed and published, unless specifically exempted in this Manual (e.g., Letters of Credit are specifically authorized to be retyped on Bank stationary). Revisions to official statewide SHP forms published by Office Services or appearing on the PennDOT WAN or PennDOT Web Site are not permitted by District or County staffs, applicants, permittees, permit services or citizens.

It is the responsibility of each Permit Office to ensure that it has a three-month supply of the various permit forms that are not available electronically. Larger form inventories are neither necessary nor desirable, since large inventories delay the implementation of form revisions until existing stocks are depleted.

Several permit forms are stored in the DGS Distribution Center, Forms and Publications Warehouse. These permit forms may be ordered by your Division's SRM Requisitioner.

While most of these permit forms can be requisitioned directly from the warehouse, Permit Form M-936PB may be ordered by the District only through the Central Permit Office for assignment of an Audit Control Number series and a requisition quantity.

The District Permit Office shall acknowledge to the Central Permit Office by e-mail receipt of Permit Form M-936PB as soon as the order is received in the District.

It is important that all publications, notices and documents posted in the District and County Offices or furnished to anyone are current. Promptly remove obsolete notices and documents.

14.2 - ORDERING INFORMATION

Forms

Following is a list of permit forms and publications that have commodity codes.

<u>Form No.</u>	<u>Description</u>	<u>Commodity Code</u>
M-936A	Application	0830-4600-0910
M-936AM	Supplemental Application	0830-4600-0970
M-936AS	Supplemental Application	0830-4600-0920
M-936PB	Book Permit	0830-4600-0960
M-938	Department Regulations 179.10/179.11 & Urbanized Area Map	0830-4600-1290
M-4902	Application/Permit to Exceed Posted Weight or Size Limit	0830-4600-0010

Forms or publications for which a commodity code is listed may be ordered from the Warehouse by your SRM Requisitioner. Blank Form M-936PB shall be stored in a locked storage cabinet during nonworking hours.

Publications

<u>Pub. No.</u>	<u>Description</u>	<u>Commodity Code</u>
PUB 12	Price List - Maps & Publications	0350-3500-0120
PUB 22	Location Maps and Mailing Addresses – Engineering District and Maintenance County Offices	0350-3500-0220
*PUB 31	Special Hauling Permit Manual	Stock in CPO
PUB 194	Trucker's Handbook	0350-2300-1940
PUB 315	Community Index for PA Official Transportation Map	0350-2300-3150
PA Official Transportation Map		0379-0000-1000
PA Trucker's Map		0379-0000-1300

*Engineering Districts shall order through the Central Permit Office. Other forms or publications may be ordered from the Warehouse by your SRM Requisitioner.

APRAS Web Training Manuals. These three Manuals are posted on the APRAS Login Page, and are available to download. APRAS Web users should be advised to click on:

1. Volume 1. -- for information on setting up a PC to access APRAS.
2. Volume 2. -- for information on how to apply for PA permits on-line.
3. Volume 3. -- for information on how to correctly apply for a Super Load in PA.

REGULATIONS

**RR 179 Oversize and Overweight Loads and Vehicles

**RR 187 Movement of Special Vehicles Upon State Highways

**Current PA Regulations are available on the Web at www.pacode.com

14.3 - FORMS AND FILES - RETENTION PERIOD

All District Permit Offices shall retain the following paper forms as follows:

<u>Forms</u>	<u>Retention Period</u>
M-930S	N/A
M-936A	one year
M-936CN	one year
M-936MDC	one year
M-936A NS	one year
M-936ARS	one year
M-936SLCL	N/A
M-936TCP1	one year
M-936TCP2	one year
M-936AS	one year
M-936AM	one year
M-936B	until released
M-936PB	one year
M-936RA	until released
M-936RAS	until released
M-937C	until released
M-937 LC	until released
M-937POI	N/A
M-937R	until released
M-937RAP	N/A
M-937RLD	N/A
M-937RO	30 days
M-937RRC	N/A
M-938	N/A
M-945D	one year
M-945T	one year
STD-420	one year
OS-200	one year

**County Offices
must retain**

<u>Files</u>	<u>Retention Period</u>
Policy and Procedure Directives	Until rescinded
Denied Application walk-ins	90 days
Administrative Messages	Until rescinded
PSP Emergency Notifications	Until application is submitted

Paper copies of Form M-936A and, where applicable, M-936AS and M-936AM and M-936A series forms shall be filed together in an "orderly, promptly retrievable manner" either by permit number, permittee name or by issuance date. Other forms shall also be filed in an orderly, promptly retrievable manner.

APRAS Archive/Purge Background.

Applications in the status 'A' (Routes Approved), 'I' (Issued), and 'V' (Voided) are purged from the online database after the status timestamp is at least 2 years old.

Applications in the status 'D' (Denied), 'W' (Withdrawn), and 'C' (Cancelled) are purged after the status timestamp is at least 90 days old.

Applications in "stuck" status - 'G' (Pending Generation), 'P' (Pending Approval), and 'S' (Submitted) - are purged after the status timestamp is one year old.

Applications in the status 'X' (stuck under analysis) are purged after the status timestamp is at least 7 days old and the PERMIT_END_DATE is less than the purge date.

When the above data is purged, all of the data for the application and all it's related tables (including the new APRAS document tables) are then kept on tape for 1200 days, which is about 3 and 1/4 years. Since the bridge data is removed after 6 months and before the rest of the application is removed, the tapes related to those bridge tables are actually kept for 1700 days, or about 4 and 1/2 years. This should enable the retrieval an entire application, including documents, for 3 years past it's purge date.

Applications in the status 'N' (new) and 'Z' (deleted by user) are deleted after the status timestamp is older than 30 days. These are not currently archived and the documents are also deleted.

APPENDIX A - METRIC CONVERSIONS

The following tables can be used as a guide when viewing APRAS database Tables. Congress and the General Assembly have not established hard conversion equivalents. (In a soft conversion, an inch-pound measurement is mathematically converted to its exact or nearly exact metric equivalent. With a hard conversion, a new rounded or rationalized metric number is created that is convenient to work with and remember.)

ENGLISH WEIGHT	SOFT METRIC WEIGHT	APRAS TABLE VALUE
500 pounds	226.8 Kilograms	227.0 Kilograms
800 pounds	362.88 Kilograms	363.1 Kilograms
1000 pounds	453.6 Kilograms	453.8 Kilograms
12000 pounds	5443.2 Kilograms	5443.4 Kilograms
14000 pounds	6350.4 Kilograms	6350.6 Kilograms
17000 pounds	7711.2 Kilograms	7711.4 Kilograms
18000 pounds	8164.8 Kilograms	8165.0 Kilograms
20000 pounds	9072 Kilograms	9071.8/9072.2 Kilograms*
21000 pounds	9525.6 Kilograms	9525.8 Kilograms
21400 pounds	9707.04 Kilograms	9707.1 Kilograms
25000 pounds	11340 Kilograms	11340.2 Kilograms
26000 pounds	11793.6 Kilograms	11793.8 Kilograms
27000 pounds	12247.2 Kilograms	12247.6 Kilograms
50000 pounds	22680 Kilograms	22680.2 Kilograms
73280 pounds	33239.808 Kilograms	33239.6/33240 Kilograms*
80000 pounds	36288 Kilograms	36287.8/36288.2 Kilograms*
90000 pounds	40824 Kilograms	40824 Kilograms
95000 pounds	43092 Kilograms	43092.2 Kilograms
100000 pounds	45360 Kilograms	45360.2 Kilograms
127000 pounds	57607.2 Kilograms	57607.4 Kilograms
136000 pounds	61689.6 Kilograms	61689.8 Kilograms
147000 pounds	66679.2 Kilograms	66679.4 Kilograms
174000 pounds	78926.4 Kilograms	78926.6 Kilograms
201000 pounds	91173.6 Kilograms	91173.8 Kilograms

ENGLISH LINEAR	SOFT METRIC LINEAR	APRAS TABLE VALUE
3 in.	77 mm	78 mm
40 in.	1016 mm	1033 mm
3 ft.	915 mm	929 mm
4 ft.	1220 mm	1233 mm
6 ft.	1829 mm	1843 mm
8 ft.	2439 mm	2453 mm
8 ft. 6 in.	2591 mm	2606 mm
9 ft. 2 in.	2794 mm	2804 mm
10 ft.	3048 mm	3063 mm
12 ft.	3658 mm	3672 mm
13 ft.	3963 mm	3977 mm
13 ft. 6 in.	4115 mm	4130 mm
14 ft.	4268 mm	4282 mm
14 ft. 6 in.	4420 mm	4435 mm
15 ft.	4572 mm	4587 mm
16 ft.	4877 mm	4892 mm
28 ft. 6 in.	8687 mm	8702 mm
40 ft.	12192 mm	12207 mm
53 ft.	16155 mm	16169 mm
55 ft.	16764 mm	16779 mm
60 ft.	18288 mm	18303 mm
65 ft.	19812 mm	19827 mm
70 ft.	21336 mm	21351 mm
75 ft.	22860 mm	22874 mm
90 ft.	27432 mm	27447 mm
95 ft.	28956 mm	28971 mm
120 ft.	36576 mm	36591 mm
160 ft.	48768 mm	48783 mm

ENGLISH LINEAR	SOFT METRIC LINEAR	APRAS TABLE VALUE
0 Mile	0 Kilometer	0.1 Kilometer
1 Mile	1.6 Kilometer	2.0 Kilometer
2 Miles	3.2 Kilometer	4.0 Kilometer
2.5 Miles	4.02 Kilometer	4.1 Kilometer
5 Mile	8.0 Kilometer	8.2 Kilometer
10 Mile	16.1 Kilometer	17.0 Kilometer
14 Mile	22.5 Kilometer	22.6 Kilometer
25 Miles	40.2 Kilometer	41.0 Kilometer
30 Miles	48.3 Kilometer	49.0 Kilometer
50 Miles	80.5 Kilometer	81.0 Kilometer
70 Miles	112.7 Kilometer	113 Kilometer
100 Miles	160.9 Kilometer	161.7 Kilometer
125 Miles	201.2 Kilometer	202 Kilometer
999 Miles	1607.6 Kilometer	1609.0 Kilometer