



Oregon

Department of Transportation
Interoffice Memo

DATE: June 29, 2006

TO: All ODOT Managers and Supervisors

FROM: Doug Tindall, Deputy Director


SUBJECT: ODOT Policy, PMT 06-01, SIZE AND WEIGHT RESTRICTIONS ON STATE HIGHWAYS

The attached policy is updated to make it consistent with the Director's endorsement of how the business of the Department is to be conducted and with the Highway Mobility Operations Manual.

Please direct any questions concerning this policy to Amy Sinclair, MCTD at 503-378-5985.

Please review the attached policy with your employees following receipt of this memo. Remove Policy PMT 06-01, (effective 08/07/03) and recycle. Insert the attached policy into your ODOT Policy and Procedure Manual.

Attachment:
PMT 06-01

Oregon Department of Transportation  POLICY	NUMBER PMT 06-01	SUPERSEDES 08/07/03
	EFFECTIVE DATE 06/29/06	PAGE NUMBER 01 OF 09
	VALIDATION DATE	
	REFERENCE OAR 734-050-0090; 734-020-0150; ODOT Policy DES 05-02; Highway Mobility Operations Manual; ODOT-FHWA Memo of Agreement dated 11/02/04	
SUBJECT SIZE AND WEIGHT RESTRICTIONS ON STATE HIGHWAYS	APPROVED SIGNATURE 	

PURPOSE

Ensure that the Oregon Department of Transportation (Department) maintains viable routes to move freight throughout the state from border to border.

Ensure collaboration with other restrictions that are a direct result of either highway work or a natural disaster.

Ensure that the Highway Division, the Motor Carrier Transportation Division (MCTD), the Communications Division, and the Chief of Staff in the Office of the Director work in coordination with impacted industries and local jurisdictions to analyze alternatives to determine alternate routes around restrictions that can remain for the duration of the restriction.

Ensure that elected officials have relevant information prior to public announcement of proposed or adopted alternate routes.

Ensure that the timing of restrictions minimizes the impact to industries and local jurisdictions as much as possible, while still protecting the highway infrastructure.

Ensure the safety of the traveling public and protection of State resources by timely implementation of bridge weight restrictions.

Ensure that in the event an immediate restriction or closure is necessary, appropriate communication and analysis occurs as quickly as possible.

Ensure the process outlined in Oregon Administrative Rule (OAR) 734-050-0090 for designating highway weight restrictions is followed when the weight restriction on bridges is below what is routinely allowed on a highway or section of highway.

POLICY

It is the policy of the Department to work collaboratively with and minimize the impact, where possible, to the motor carrier industry and local government when it becomes necessary to restrict the allowable size and weight of loads on the state highway system in order to maintain safe travel.

GUIDELINES

As outlined in Attachment A, concerns with the integrity of bridges on the state highway system are to be raised to the Bridge Load Rating Engineer (BLRE) by bridge inspectors or District maintenance personnel. Concerns may also be identified by the BLRE as part of evaluating bridge inspection reports and load rating calculations according to ODOT Policy DES 05-02.

If after reviewing a concern, a load restriction is determined not to be necessary, BLRE so notes and notifies the person raising the concern, if appropriate. If a load restriction is necessary, BLRE notifies the State Bridge Engineer. If the State Bridge Engineer concurs, the BLRE notifies the Region Manager, District Manager, MCTD Freight Mobility Coordinator, Communications Division, and the Chief of Staff in the Office of the Director of the need to restrict loads on the bridge. If conditions observed by visual inspection raise significant and imminent safety concerns, a District Manager may act under the authority of OAR 734-020-0150 to close or otherwise restrict traffic on the bridge immediately and expedite the steps outlined in this policy.

If a restriction to height, length, or width is determined to be necessary for either planned construction or maintenance work, the Project Leader, Project Manager, Consultant Project Manager, or District Manager is responsible for notifying MCTD prior to the commencement of work. The MCTD Freight Mobility Coordinator will work with the Project Leader, Project Manager, Consultant Project Manager, or District Manager to engage affected members of the freight community according to the guidelines in the *Highway Mobility Operations Manual*.

Individual roles and responsibilities for weight restrictions on bridges can be found in Attachment A. Individual roles and responsibilities for size restrictions as a result of planned construction or maintenance work can be found in Attachment B.

In the case of an emergency, it may be necessary to restrict the size and/or weight of vehicles traveling on the roadway. The District Manager may immediately restrict the size of a vehicle traveling on the roadway due to a natural disaster or other unforeseen circumstance. The District Manager in consultation with the BLRE may immediately close or restrict the weight of vehicles traveling on a structure due to a natural disaster or other unforeseen circumstance. Upon making the decision a restriction or closure is necessary, the District Manager will notify the Region Manager, Communications staff, MCTD, and the Statewide Traffic Mobility Manager. The aforementioned staff will work to notify the public as quickly as possible and in the case of an emergency are not required to follow the steps outlined in Attachments A and B.

Attachment A

BRIDGE LOAD RESTRICTION ROLES AND RESPONSIBILITIES

<u>RESPONSIBILITY</u>	<u>STEP</u>	<u>ACTION</u>
Originator Bridge Inspectors or District Maintenance Personnel or Bridge Load Rating Engineer	1	Identify need to review load rating on bridges and raise the concern to the BLRE. Identify concern with bridge load capacity as part of evaluating bridge inspection reports or performing load rating calculations.
Bridge Load Rating Engineer	2	Review concern identified by originator and analyze load carrying capacity of the bridge to determine whether load restriction is necessary.
	3	If load restriction is not necessary, note in load rating database and notify originator, as appropriate.
State Bridge Engineer	4	If load restriction is necessary, provide information on severity of bridge condition and timeframe for restriction to the District Manager, MCTD Administrator and Freight Mobility Coordinator, Communications Division, Chief of Staff in the Office of the Director, and Federal Highway Administration (FHWA) taking into account the time to prepare and implement detours without compromising the integrity of the bridge. Note: This step corresponds to the first action on page 2 of the flowchart describing the ODOT Undercapacity Bridge Resolution Process, part of a joint ODOT-FHWA Memo of Agreement ratified by letter from the FHWA Division Administrator on Nov. 22, 2004.
District Manager	5	Assemble a Response Team consisting of the BLRE, Area Manager, and representatives from MCTD, Region traffic, the motor carrier industry as identified by MCTD, local government public works or engineering staff, and others as appropriate.

<u>RESPONSIBILITY</u>	<u>STEP</u>	<u>ACTION</u>
MCTD Freight Mobility Coordinator	6	<p>Notify Division Administrator a load restriction may be necessary.</p> <p>Provide estimate to the District Manager of impact of restricting a bridge in terms of volume and type of trucks that will be detoured.</p> <p>Contact members of the motor carrier industry for participation in the Response Team.</p>
Bridge Load Rating Engineer	7	Provide information to the District Manager on other load-restricted bridges in the area.
Area Manager	8	Provide information to the District Manager on scheduled highway construction projects that may impact possible detour routes.
District Manager	9	Accept input from the motor carrier industry, state and local government, and others for review by the Response Team. In order for input to be considered by the Response Team, comments must be provided to the District Manager.
Response Team	10	Meet to review data collected and consider potential alternate routes, taking into account impacts to the industry and local jurisdictions, and concerns submitted to the District Manager.
Bridge Load Rating Engineer	11	Analyze affected structures on alternative detour routes being considered and make detour recommendations to the Response Team.
District Manager	12	<p>Prepare report of the Response Team meeting(s) for the Region Manager. Reports should include:</p> <ul style="list-style-type: none"> • The highway or section of highway affected; • Bridge name and number; • Bridge inspection and evaluation results; • Estimated types and volume of trucks to be detoured; • List of competing restrictions, either present or planned (such as highway projects), on roadways in the area that could be detour routes;

<u>RESPONSIBILITY</u>	<u>STEP</u>	<u>ACTION</u>
		<ul style="list-style-type: none"> • Lists of impacts to the corridor; • Detour routes considered and tentatively selected for the duration of the restriction; • Load restriction level; • Date the load restriction will be implemented; • Duration of the load restriction; • Sign plan; • Any special requirements (pilot car, time of day restriction, etc.); • Methods to mitigate impacts to communities (no engine brakes, slow speeds, etc.); • Any proposed responsibility to recondition or repave detour route after bridge is reopened; and • Any provisions necessary to ensure viability of detour route for duration of the detour.
Region Manager	13	<p>Discuss report with MCTD Administrator, State Bridge Engineer, and the Chief of Staff in the Office of the Director.</p> <p>If concurrence is not reached, return report to the District Manager for further work by the Response Team.</p> <p>When concurrence is reached, approve report on behalf of the Director ordering the restriction of the bridge load.</p>
District Manager	14	Inform local elected officials of impending action.
	15	Distribute approved report to Response Team and Transportation Data Section and Statewide Mobility Manager.
Transportation Data Section	16	Create Video Log of selected detour route.
Communications Division	17	Prepare draft notification to the public; the motor carrier industry; and MCTD, including a fact sheet describing the problem and planned solution. Forward to District Manager.
District Manager	18	Provide notification to Region Manager for review.

<u>RESPONSIBILITY</u>	<u>STEP</u>	<u>ACTION</u>
Region Manager	19	Review draft notification with the District Manager, MCTD Administrator, and Chief of Staff in the Office of the Director. Provide feedback to the Communications Division of any necessary changes. If acceptable, approve draft notification.
MCTD Freight Mobility Coordinator	20	Notify MCTD Division Administrator. If necessary, notify annual permit holders impacted by the load-restricted bridge.
Communications Division	21	Distribute notification of load-restricted bridge to the public and the motor carrier industry. Notification to the motor carrier industry is handled by the MCTD Public Information Representative.
District Manager	22	Direct crews to erect signs informing motorists of the bridge load restriction where posting is required and notify BLRE that signs have been requested.
Bridge Load Rating Engineer	23	Add bridge to the restricted bridge list.

**Attachment B
NON-BRIDGE RESTRICTION ROLES AND RESPONSIBILITIES**

If a width, height, or length restriction is necessary during the course of a highway project, the Project Leader, Project Manager, Consultant Project Manager, or the Design Coordinator will notify the Area Manager, District Manager, MCTD Freight Mobility Coordinator, and Communications Division of the need to possibly restrict the movement of freight. The timelines and format for notification of reduced vertical clearance as a result of construction have been outlined in a memo from the State Construction and Materials Engineer. These guidelines should be followed in addition to the process outlined below.

<u>RESPONSIBILITY</u>	<u>STEP</u>	<u>ACTION</u>
Originator Project Leader, Project Manager, or Consultant Project Manager	1	Identify need to restrict some freight movement during the project as a result of staging plans. Contact MCTD Freight Mobility Coordinator to obtain information on impacts and provide information on project staging.
MCTD Freight Mobility Coordinator	2	Provide estimate to the Project Leader, Project Manager, or Consultant Project Manager of impact of restriction in terms of volume and type of trucks that will be detoured. Contact members of the motor carrier industry for input and collaboration. If detour is necessary may arrange for a test run as needed.
Project Leader, Project Manager, or Consultant Project Manager	3	Provide information to the Area Manager and Region Mobility Liaison regarding potential restrictions. Contact local governments to discuss the potential of using roads for a detour and provide the information supplied by MCTD as to the size and volume of vehicles that would be detoured. Provide a sign plan for the detour to MCTD.
Area Manager/ Mobility Liaison	4	Provide information to the Project Leader on scheduled highway construction projects that may overlap this project or could impact possible detour routes.

<u>RESPONSIBILITY</u>	<u>STEP</u>	<u>ACTION</u>
Project Leader, Project Manager, or Consultant Project Manager	5	Accept input from the motor carrier industry, state and local government, and others for review. Discuss information with Area Manager, MCTD Freight Mobility Coordinator, and Region Mobility Liaison. If it is deemed necessary, a meeting is scheduled with the motor carrier industry.
MCTD Freight Mobility Coordinator	6	Assemble members of the motor carrier industry to meet with Project Leader, Project Manager, or Consultant Project Manager, and/or Area Manager and local government if needed.
Project Leader, Project Manager, or Consultant Project Manager	7	<p>Prepare a report of the meeting for the Region Mobility Liaison. Report should include:</p> <ul style="list-style-type: none"> • The highway or section of highway affected; • Estimated types and volume of trucks to be detoured; • List of competing restrictions, either present or planned (such as highway projects), on roadways in the area that could be detour routes; • Detour routes considered and tentatively selected for the duration of the restriction; • Date the restriction will be implemented; • Duration of the restriction; • Sign plan; • Any special requirements (pilot car, time of day restriction, etc.); • Methods to mitigate impacts to communities (no engine brakes, slow speeds, etc.); • Any proposed responsibility to recondition or repave detour route after bridge is reopened; and • Any provisions necessary to ensure viability of detour route for duration of the detour.
Project Leader, Project Manager, or Consultant Project Manager	8	<p>Discuss report with MCTD.</p> <p>If concurrence is not reached, forward information to the Statewide Mobility Manager.</p> <p>When concurrence is reached, approve report.</p> <p>Inform local elected officials of impending action.</p>

<u>RESPONSIBILITY</u>	<u>STEP</u>	<u>ACTION</u>
		Ensure that the standard specification around notification to MCTD for restrictions is included in the contract.
Communications Division	9	Prepare draft notification to the public, motor carrier industry, and MCTD including a fact sheet describing the problem and planned solution. Forward to Project Leader, Project Manager, or Consultant Project Manager and MCTD for review.
Project Leader, Project Manager, or Consultant Project Manager	10	Review draft notification with Area Manager and/or Region Mobility Liaison and MCTD. Provide feedback to Communications Division of any necessary changes. If acceptable, approve draft notification.
MCTD Freight Mobility Coordinator	11	Upon receipt of <u>Restriction Notification (Form 735-2357)</u> notify Communications to send news release to motor carrier industry. If necessary, notify annual permit holders impacted by the restriction by letter.
Communications Division	12	Distribute notification of restriction to the public and the motor carrier industry. Notification to the motor carrier industry is handled by the MCTD Public Information Representative.