

The following procedures have been developed to standardize the issuance of over-dimensional vehicle permit:

1. APPLICATIONS FOR PERMIT

The applicant must supply the carrier compliance section with sufficient information regarding the width, length and/or height of the load before a single trip permit application can be considered. The application form must be completed.

2. REVIEW & APPROVAL OF APPLICATIONS FOR PERMIT

Once the information is supplied, it is the responsibility of the carrier compliance staff to evaluate the ability of the vehicle to operate safely on the highway, as well as ensure that appropriate permit conditions are affixed to any approved permits to allow its safe operation.

Compliance officers

Applications for single trip over-dimensional permits for vehicles **up to but not exceeding 4.9 metres in width, 36 metres in length and overheight loads that will not require any overhead wires to be lifted** along the route of travel may be reviewed and approved by compliance officers. It may be necessary for the manager to confer with highway engineering or maintenance before finalizing the review and approval of the permit.

The exception to this rule is airplane moves in Whitehorse between the airport and Schwatka Lake. Compliance officers may authorize these moves, applying standard permit conditions as per procedure - Section 3 Page I-1.

Manager or designate

Applications for over-dimensional vehicle permits for **vehicles that exceed 4.9 metres in width, or exceed 36 metres in length or loads that will require wire lifting along the route** of travel must be reviewed and approved by the manager, carrier compliance or designate. It may be necessary for the manager to confer with highway engineering or maintenance before finalizing the review and approval of the permit.

Director, highway engineering or designate

To ensure the road surface does not sustain excessive damage, applications for permits for single trip over-dimensional vehicle permits for vehicles equipped with tracks, wheels, tires or tracks constructed or equipped with projecting spike, cleats, ribs, clamps, flanges, lugs or attachments or projections which extend beyond the tread or traction surface of the wheel tread or track, except chains or tires equipped with studs, will be referred for a case specific review and analysis by highway engineering.

3. PAYING THE PERMIT FEES

Upon approval of the permit the compliance officer shall ensure that the applicant pays the appropriate over-dimensional permit fee per vehicle as specified in *Highway Regulations, Section 19(2)*:

- \$25 for each month

An applicant applying for an over-dimensional permit in person may pay this fee by VISA, MasterCard, debit card, company cheque (Canadian bank), or cash or may have the fee recorded in the approved charge account.

Once payment has been received the carrier compliance staff are to review the permit conditions with the applicant.

4. ISSUING THE PERMIT

Highway Regulations, Section 19(3) requires the driver to carry a copy of the permit or permit number in the vehicle.

A hard copy of the permit is to be given to the applicant at the time the permit is issued. If issued by phone or fax a hard copy of the permit is to be mailed to the applicants business address if the vehicle will not be required to report to a weigh station.

5. ADDITIONAL INFORMATION

Warning devices and escort requirements

In all cases where the vehicle dimensions exceeds:

- 2.6 metres wide,
- 25 metres in length, or
- over 5.0 metres in height when overhead lines must be lifted (as per information received from NWTel & YECL) the applicant will be required to comply with *Highway Regulations, Section 20 (1) to (4)* with respect to the specific warning device requirement for the load. The minimum specification for warning devices, escort vehicles and safety equipment is outlined in *Highway Regulations, Schedule 3*.

Radio communications – Radio communication is required between all escort vehicles, over-dimensional vehicles, and/or manned steering trailers. Radio communication shall be open and monitored at all times throughout the over-dimensional move.

If the vehicle exceeds more than one of the dimensions above, then the highest level of warning devices and escort vehicle requirements applies. *Highway Regulations, Section 20(5)*.

In addition to the requirements that flow from *Highway Regulations, Section 20 (1) to (4)*, the officer reviewing the permit may determine that additional conditions such as:

- additional warning devices are required
- escort vehicle(s) required
- officer must be present
- vehicle can travel only on a specific route
- restrict the period of travel to particular days or hours of the day for reasons of public safety

must be added to the permit to ensure that the vehicle can safely operate on the highway as per *Highway Regulations, Section 20(6)*.

Vehicle under escort must move at night for reasons of public safety or avoid undue delay.

This exception is found in *Highway Regulations, Section 22(4)*. It allows the carrier compliance section to determine that an over-dimensional vehicle being escorted with one or more escort vehicles should be moved at night for reasons of (a) public safety or (b) to avoid undue delay to other road users. In this circumstance the over-dimensional vehicle MUST be accompanied by one or more carrier compliance vehicles. These requirements would become permit conditions and must be annotated on the permit.