

	<b>STANDARD OPERATING PROCEDURE</b> <small>State Form 39870 (R/S-06)</small>	Reference Number <b>CVE-009</b>
	Subject <b>Superload Escorts</b>	
	Special Instructions Replaces CVE-012 dated August 29, 2011	Effective Date <b>January 15, 2015</b>

## **I. PURPOSE**

Establish guidelines for Department escorts of commercial vehicles that are issued permits as superloads by the Indiana Department of Transportation (INDOT) and/or the Indiana Department of Revenue (IDOR).

## **II. POLICY**

The Department shall provide escorts to facilitate the safe and timely movement of superloads while in the state of Indiana. Reimbursement for personal services and the use of Department commissions shall be provided by the transporting company.

## **III. PROCEDURE**

A. Transporting companies requesting police escorts for superloads shall:

1. Submit a request to the Commercial Vehicle Enforcement Division (CVED) at least three (3) working days, excluding weekends and holidays, prior to the date the proposed escort is projected to take place; and

\*Requests shall be considered received upon receipt of the Superload Escort Agreement signed by a representative of the transporting company, a copy of the issued superload permit and a copy of designated slowdowns.

2. Agree to the following:

a. Salary reimbursement for personnel assigned to the superload escort detail. Such reimbursement shall be at the regular hourly rate or overtime rate; whichever is appropriate for participating personnel's respective pay status

b. Reimbursement at the appropriate state rate for the use of the officers' assigned Department commissions. Mileage shall be computed to and from the officers' home;

c. Upon entering the state of Indiana, all superload vehicles shall be inspected for compliance with all state statutes and permits. When possible, an inspection shall be completed outside of the permitted travel time outlined in the Special Provisions for Superloads. Failure to comply with these requirements may result in the delay of the superload being transported until such time as compliance has been achieved;

d. Acknowledgment and confirmation that all local governments and relevant railroad and utility companies have been contacted reference this movement, if applicable. Further, a listing of such local governments, railroad and utility companies, points of contact and telephone numbers shall be provided to the Department upon demand;

- e. Abide by all Special Provisions for Superloads provided by permit; and
- f. The Department shall be solely responsible for determining if safe movement can be affected during inclement weather.

B. Scheduling of officers

1. Officers and MCIs in the following status shall be eligible for escort assignments:

- a. Regular scheduled day off;
- b. Vacation;
- c. Compensatory time off;
- d. Personal Leave Day;
- e. Prior to or after a regular duty shift or between the hours of a regular duty shift (split shift) with a supervisor's approval, so long as the total hours worked for that day do not exceed 12.5 hours, absent exigent circumstances; or
- f. In accordance with CVED guidelines for emergency requests.

2. Officers and MCIs are **not eligible** for escort assignments when:

- a. On a sick day;
- b. Serving a suspension as the result of disciplinary action; or
- c. When recommended by a commander or supervisor due to unsatisfactory job performance by the employee.

3. Every effort will be taken to assign an ample number of officers to each superload escort detail to ensure the safe movement of the superload.

C. Responsibilities of escort officers.

1. Officers assigned a superload escort assignment shall be provided a copy of the issued permit designated slowdowns, and the Special Provisions for Superloads.

- a. The movement of superloads is permitted from 8:30 a.m. to 3:30 p.m., local time, Monday through Friday, unless otherwise noted or authorized by CVED.
- b. The maximum speed limit for superloads is 45 m.p.h. **AT NO TIME SHALL THIS SPEED BE EXCEEDED.**
- c. At no time shall the superload be taken off the assigned route without approval from INDOT, through CVED.

2. All vehicles to be escorted shall be inspected by a CVSA Certified Level I or Level II Inspector. The Inspector must complete a minimum of a NAS LEVEL II CMV Inspections and record the inspection results utilizing the ASPEN inspection software prior to movement of the superload.

a. Prior to moving a superload a Department employee who is certified to do either Level I or Level II Inspections shall perform a walk-around inspection of the vehicles and ensure the permit is issued to the vehicle being used.

b. The officer-in-charge (OIC) shall ensure the superload is measured for height, length and width; as well as conforming to the permit requirements, as specified. All of this shall occur prior to the superload being moved. (Note: superloads that are escorted from points of origin beyond Indiana state lines shall not be inspected until they are inside the state of Indiana. This will require movement prior to the inspection but the OIC should ensure that the dimensions of the load conform to the permit's specifications before accepting the escort detail).

c. Vehicles determined to have "out-of-service" violations shall be placed "out-of-service" until all "out-of-service" violations have been corrected. (Note: At no time will ISP place a vehicle out of service or write violations for problems observed across state lines; in these cases, the OIC will notify the company representatives of the problems/violations that must be corrected prior to accepting the escort. The OIC shall notify the superloads coordinator of any superloads that are rejected). Vehicles discovered to have serious out of service violations shall have their Superload Permit voided and confiscated by the inspecting officer.

3. Assigned officers shall operate their respective commissions no less than 50 feet in front of or behind the escorted vehicle.

4. Any ISP patrol commission (excluding motorcycles), sworn or MCI, may be used for superload escort details. The commissions shall be equipped with a car mounted or portable **CB radio** and all available emergency lights shall be in operation during the movement.

5. Enforcement personnel shall wear the standard Class A Duty Uniform when performing superload escorts. CVED Personnel shall utilize the standard Class A Duty Uniform or Class B, Patrol Duty Uniform, (PDU). The Department issued reflective vest shall be utilized at all times while out of the vehicle directing traffic.

6. The OIC shall notify each district when the movement enters and exits that district.

7. When the escort cannot be completed before 3:30 p.m. local time, the OIC shall contact the CVED (no later than 2:00 p.m.) and advise the status of the load. CVED is responsible for coordinating the remainder of the movement. Movements of superloads after 3:30 p.m. shall not occur without approval from a CVED supervisor from the CVED office.

8. If a problem arises with the load, for example: road construction; breakdown; vehicle crash; etc., the OIC must immediately contact the CVED for further instructions.

#### D. Reporting

1. Personnel assigned to work a superload shall complete the Superload Escort Voucher.
  2. Completed vouchers shall be forwarded to the Superloads Coordinator via email: [cvedsuperloads@isp.in.gov](mailto:cvedsuperloads@isp.in.gov) no later than five (5) calendar days after the completion of the movement.
  3. The Fiscal Section is responsible to oversee the reimbursement of the Department by the transport company.
- E. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.