Highway Restriction Notice Training for Contractors

ODOT Statewide Traffic Mobility Program
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NOTE: Presentation handout (Resident Engineer (Project Manager) Review Checklist) is provided after the last slide)
Completing a Highway Restriction Notice Form provides a crucial link between the construction team, ODOT’s Mobility Program and ultimately freight haulers and the traveling public.
Coordinating and communicating highway restrictions ensures work zone safety for construction workers, while keeping people and freight moving efficiently through our state highway system.
For Work Zone Safety, communicating restrictions ensures that oversize and overweight loads don’t show up unexpectedly at a work zone. These loads not only pose a safety risk for construction workers, but can also cause damage to infrastructure.

Oregon issues two types of over-dimension permits:

• **Annual permits** – which allow for unlimited trips on various routes, depending on the size and weight of the load.

• **Single trip permits** – Which are route specific permits, issued for travel during a 10-day window. These permitted loads also cannot take detours that are not specifically authorized on their permits.

The Mobility Team ensures that:

• Annual permit holders are notified in advance of restrictions affecting them, and
• ODOT does not issue single-trip permits for routes that restrict these types of loads.
Over-dimension loads that are too large for a work zone not only pose a safety risk, they can result in damage to infrastructure and long delays while the load is removed from the work zone.
And here’s a similar example in Tennessee. In this case the eastbound direction of the interstate had to be shut down and traffic diverted to a nearby off-ramp.
Yet another example from I-70 in Kansas.
Effective restriction coordination ensures reliability for drivers and freight haulers. Keeping people and freight moving safety and efficiently through our state transportation system is vital to Oregon’s economy.

These are some statistics illustrating how much freight travels on Oregon’s transportation.
The three main roles in Highway Restrictions are the contractor, the ODOT Resident Engineer (e.g. project manager) and the ODOT Mobility Team.
As soon as a contract is awarded, it is important that the contractor and resident engineer coordinate closely to review traffic control plans.

Included in the eBIDS documents are the Mobility Considerations Checklist and ODOT’s Transportation Management Plan (which includes ODOT’s proposed Traffic Control Plan for the project).

*These documents are provided so that prospective bidders understand the safety and mobility expectations for the project that were developed during the Project Development phase.*

If the contractor proposes a different TCP or other changes that affects mobility or commitments made by ODOT to industry stakeholders, the Resident Engineer is **required** to first engage the Region and the Mobility Team before accepting the proposed change. This engagement should be done before restriction notice forms are submitted to the Mobility Team.
Standard Specification 00220.03 (a) describes the contractor’s responsibility for submitting Highway Restrictions.

The form must be submitted at least 35 days prior to the restriction or detour taking effect.
The Resident Engineer (PM) is responsible for reviewing the information on the form that was submitted by the contractor.

Reviewing means ensuring the information is complete and is consistent with the restrictions and mobility impacts documented in the Mobility Considerations Checklist.

The RE forwards the form to the Mobility Team at least 14 or 28 days before the restriction takes effect (depending on the type of restriction).

The RE also ensures that restriction notices are updated (e.g. if the restriction start date needs to be pushed out) and lifted when the work associated with the restriction has been completed.
Although contractors are required to submit notifications at least 35 days in advance, it’s important to understand when the Resident Engineer needs to review and forward the notice to the Mobility Team.

**14-day notification** is needed for restrictions that affect single-trip over-dimension permit holders (STPs).

Single-trip over-dimension permits are route specific, and are valid for one or more trips within a 10-day time frame.

These permits are constantly being processed and issued by MCTD’s Over-Dimension Permit Analysts from a work queue.

It takes at least 14 days to “clear” the queue of permits that could be affected by a restriction. Anytime less than that runs the risk of a permit being issued for a load that is too large for a restricted work zone.

**28 days notification** is the time needed for the Mobility Team to review the restriction and begin the notification process. ODOT has committed to providing 21-day notification to annual permit holders, which includes mailing notification letters (like this one) to thousands of annual over-dimension permit holders.

These permits allow for unlimited trips, and MCTD generally does not now exactly when or where those trips will take place.
The Mobility Team is responsible for reviewing and approving restriction notices that are forwarded by the Resident Engineer.

**Note:** the Mobility Team does not receive the form until it has been reviewed and forwarded by the RE, so it is important that the RE and contractor coordinate closely when submitting notices.

Once approved, the Mobility Team begins the process of notifying the trucking industry and traveling public by issuing Trucking Advisories and Restriction Notification Letters to Annual Over-Dimension Permit holders, as well as publishing restrictions on ODOT’s Trip Check web site, and Oregon.gov.

If the RE notifies the Mobility Team of a proposed TCP change that potentially affects mobility, the Mobility Team re-engages industry stakeholders as necessary.
Providing a safe and reliable transportation system, means providing the public with reliable information about restrictions and closures.

To that extent, communication and coordination requirements and expectations are in place so that ODOT can meet its commitments to notify the freight industry and traveling public about planned restrictions.
For construction project work, a Highway Restriction Notification is required for any of these temporary conditions.

NOTE: Contractors may still be REQUIRED to submit a Highway Restriction Notice Form regardless of these conditions, per contract specifications.
Notification may not be necessary if all of these requirements for accommodating all unannounced oversize loads can be met.

**NOTE:** Contractors may still be REQUIRED to submit a Highway Restriction Notice Form, per contract specifications, even if these conditions can be met.

*Note: Check with the Mobility Team for accommodating unannounced wide loads on mainline interstate highways.

It is extremely rare that ODOT would accommodate oversize loads on the interstates, and if considered would need to be coordinated with the Mobility Team early.

**NOTE:** Contractors may still be REQUIRED to submit a Highway Restriction Notice Form, per contract specifications, even if these conditions can be met.
These are just a few guidelines for managing restriction notices.

- Be as specific as possible when providing dates and durations. Effective communication with travelers is essential to establish reasonable expectations to minimize unsafe driver behavior. We also want to prevent oversize/overweight loads from entering work zones where and when they shouldn’t.

- For projects with multiple ramp work taking place over a long duration – separate that into different restriction notices listing as many ramps that can reasonably be completed within a reasonable amount of time.

- For multi-lane highways where work is not concurrent, it is also best to send separate notifications for each direction so that the notices can be updated and lifted separately when the work is completed.
Restriction start dates can sometimes be delayed due to weather or other factors.

If there are delays, be sure to update the restriction notice as soon as possible, so that the route does not appear to be unnecessarily restricted on TripCheck and for OD Permit Analysts.

To update a restriction, email the Mobility Team to send your restriction back for editing.
Just as important as providing restriction notification – is lifting them when they’re done.

Our Restriction Notification System does send out automated email reminders at the end of the scheduled timeframe, but sometimes they get overlooked.

Keep in mind, as long as the restriction is not lifted from the system – it remains published (e.g. TripCheck) and appears to still be restricted.
Next, we’ll walk through the online Highway Restriction Notice form.
When closing lanes or reducing width for traffic in a work zone, it is important to know what is meant by horizontal clearance when completing the Highway Restriction Notice Form and how it is used to determine what the width restriction will be for overwidth loads entering a work zone.

Horizontal Clearance refers to the unobstructed paved width of the open travel lane(s) between any type of barrier (such as cones, barrels, candlesticks, equipment, etc.), and includes any usable shoulder.
When the freight industry is notified of width restrictions, the Mobility Team applies a buffer space to the available horizontal width to determine the restricted load width for freight in the work zone.

The amount of buffer depends on if the work zone is on a straight and/or curved section of roadway.

In this example, an open lane reduced to 19 feet of horizontal clearance would result in a 17 foot wide load restriction on a straight section, and a 16 foot wide load restriction on a curve (or a work zone that’s both straight and curved).
Any time vertical clearance is temporarily reduced, notification and coordination with the Mobility Team is required.

Temporary VC reductions can be caused by temporary traffic signals, bridge falsework, and lane closures/lane shifts underneath structures.
Temporary weight restrictions can be needed when a closed lane can prevent heavy loads from straddling the center line when required on certain bridges.

Bridge containment systems can also add additional load to a bridge, requiring a temporary weight restriction.
Any planned road and ramp closures require notification and coordination through the Mobility Team – even if the closure is for just one hour late at night.

Full road closures and ramp closures impact the full spectrum of vehicles – from motorcycles and cars to the largest of permitted over-dimension vehicles that use the route.
Curves of more than 5-degrees can result in a length restriction.

Temporary length restrictions aren’t needed often – but when they are necessary, they require significant coordination and engagement with the trucking industry, as these restrictions can impact many different vehicle configurations – depending on the nature of the work zone and curve.

Engage the Mobility Team early if your project anticipates a length restriction.
Detours are typically identified during the Project Development phase, and it’s important that detours are checked for these issues.

Check with the Resident Engineer if you’re not sure of the approved detour route when completing the Highway Restriction Notice Form.
Next, we’ll walk through the online Highway Restriction Notice form.
THANK YOU!

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Please provide us your feedback about this training:
https://www.surveymonkey.com/r/MobilityTrainingFeedback
BACKGROUND:

In May of 2012, former ODOT Director, Matt Garrett and former Chief of Staff, Dale Hormann instructed Mobility staff to modify the Online Electronic restriction notice review procedures in an effort to improve the process.

Prior to the process change, contractors were responsible for submitting restriction notices, per contract specifications (220.03 a), and Mobility Program staff were responsible for approving the notices.

After the process change, Resident Engineers (formerly called Project Managers) were added to the review process. Contractors remain responsible for submitting restrictions notices, but instead of notifying the Mobility Team directly, the Resident Engineer (RE) is notified first. REs are responsible for reviewing restriction notices to ensure the temporary restrictions, hours, durations, etc. submitted on the form reflect the restrictions shared with the Mobility Team and Mobility Advisory Committee during project development and documented in the project documents. Documents include: the Mobility Considerations Checklist, Traffic Management Plan, Traffic Control Plans, Specifications, Work Zone Decision Tree, mobility meeting minutes and associated emails. Once the notice has been verified accurate, the RE forwards the restriction notice to the Mobility Team for review.

The RE’s duties and the notification requirements were both updated in Operational Notice PD-16 and the Mobility Procedures Manual. The specifications 220.03 (a) were also updated, changing the notification requirements from 28 days to 35 days to provide an additional week for the RE to review. Communication about this change was shared with ODOT staff on June 20, 2012, including the Resident Engineer Restriction Notice Checklist provided below. This checklist has been updated to reflect organizational changes within the Agency.

REs should use this checklist to verify the restriction notice is accurate.

INSTRUCTIONS FOR REVIEWING RESTRICTIONS:

1. When projects restrict the size and or weight of oversize loads, contractors are responsible for submitting the online Highway Restriction Notice Size and/or Weight Form 734-2357. The contractor will receive an email that the notice has been sent to the RE for review.

2. The Resident Engineer (RE) will receive an email notification that says a restriction notice has been submitted and is waiting for their review. The email will be sent from this address: noreply@restriction.com.

3. After opening the email, double click the link at the bottom of the message, this will open the restriction notice submitted by the contractor.

4. The RE should review the notice to ensure the information is complete and accurately reflects the restrictions shared with the Mobility Team and Mobility Advisory Committee during project development and documented in the project documents (the Mobility Considerations Checklist (MCC), Traffic Management Plan...
5. If changes are needed, work with the contractor to modify the notice. The notice can be modified by both the contractor and RE, using the links sent to them in their email notification. **If there are proposed changes to any of the project documentation listed in step 4**, initiate the required communication steps provided in Operational Notice PD-16 (for “Project Managers” in the Mobility Roles matrix section) before submitting the notice to the Mobility Team.

6. Once the RE has reviewed the notice, check the box at the top of the form that says “Reviewed”, and then click the “Submit” button at the bottom of the form. This will submit the completed form to the Mobility Team for processing.

   **Note:** The Mobility Team is unable to take action on a restriction notice until the RE submits the notices as “Reviewed”. Use the following check list to help ensure timely processing of the notice.

7. It is crucial that contractors are careful about listing the correct email addresses for the RE and Assistant RE, or their notice will not be delivered and reviewed. The RE will not know the notice has been submitted so no action will be taken. This could delay the contractor if Mobility does not receive the notification in time to meet the notification timelines.

8. Contractors are required to submit the Online Restriction Notices at least **35 days** before the restriction takes effect.

9. The RE needs to review the notice and submit the completed form to Mobility at least **28 days** prior to the restriction taking effect.

10. Additional resources and guidance:

    - [Restriction Notice User Guide](#)
    - [Restriction Notice Form Tutorial Videos – Available on the Mobility Program internal SharePoint website](#) (under the Guidance & Forms tab), and on the Mobility Program public website (at the bottom under the Mobility Training Resources menu).
    - [Mobility Procedures Manual](#)
RESTRICTION REVIEW CHECKLIST

☐ Did you receive the notice at least 35 days prior to when the restriction is scheduled to take effect?

Contractors are required to submit the notice at least 35 days prior to the restriction taking effect, per specifications 220.03 a.

☐ Did you receive less than 35 days’ notice?

If annual permits will not be impacted, less notice may be allowed, but the Mobility Team needs to receive the notice at least 14 days (not including weekends) prior to when the restriction takes effect.

☐ Is the location of the work zone listed accurately?

The restriction needs to be published on the road and bridge restriction list used to route oversize loads by the over-dimension permit unit, so it is important that the highway maintenance number, route number, mile point range & direction of travel are correct.

☐ Is the duration of the restriction listed accurately (e.g. the date work begins and the estimated completion date)

Make certain the contractor is submitting a realistic time period, and not submitting for an unnecessary extended block of time (e.g. submitting for 3 months when work is only needed for 4 days.) Slightly longer windows are okay within reason to account for delays due to weather, etc. Notices can always be extended and is preferred to submitting blanket restrictions.

☐ Do the allowable hours & dates listed reflect what is allowed by contract?

The hours, dates, and durations for the restrictions should match what was shared in the TMP, Mobility Considerations checklist, and other applicable documents. If they do not, the Mobility Team should be contacted ASAP to determine if there is a need to re-engage the Mobility Advisory Committee per Operational Notice PD-16. If there have been changes to the traffic control plans that are more restrictive, or if the hours and durations are extended, mobility may need to re-engage the committee. Also, if there are windows where restriction will not be in effect (e.g. weekends, holidays, etc.) include this information.

☐ Is the detailed explanation of work filled out and accurately describe the work that will take place?

Make sure the type of work being performed is clearly described. When closing lanes, identify which lanes are to be closed; if the width is restricted indicate if the work zone is on a tangent or on a curve so the Mobility Team can apply the correct buffer; describe the type of work being performed so that the Mobility Team can correctly describe the restriction in the letter sent to annual over-dimension permit holders (e.g. attenuator replacement, tunnel cleaning, paving, etc.). Remember, anytime that the width, length, height, or weight restricts the annual permits holders, the Mobility Team is required to mail out notification letters.
☐ Did the contractor indicate what the restriction will be, by filling out the appropriate section?

Occasionally, a section is left unfilled and the contractor will instead describe the restriction in the detailed explanation of work. If the contractor indicates they will be taking lanes, or describes having a width restriction in the detailed explanation of work, they need to indicate how much horizontal width will be available for traffic between barriers in Section 4: Highway Width Restrictions/Lane Closures. If they are taking a lane under a structure, they need to answer yes to that question in Section 4 and indicate which structure(s), as there will likely be a vertical clearance restriction. Weight restrictions should be worked out through the Bridge Unit, and documented in Section 6: Height and Weight Restrictions.

☐ Is this for a highway full closure or ramp closure?

Ramp closures must be submitted separately from the lane closures. Include the exit number and/or name of the on or off ramp. Single trip over-dimension permits are route specific, instructing carriers to use certain lanes to avoid low structures, and specify exit names and numbers. Carriers running under a route specific permit are not authorized to use a detour route unless it is described on the permit. If they show up at a closed ramp, and are told by a VCMAS sign to use a different exit, they are now off route and subject to citation. In addition, the size and weight dimensions have not been cleared for restrictions.

☐ Can unannounced oversize loads be accommodated at the work zone?

This is usually discussed during the project delivery process and should be described in the project documents (Traffic Management Plan, Work Zone Decision Tree, Mobility Consideration Checklist, emails, and meeting minutes) that are handed off to the Resident Engineer at the Pre-con meeting.

☐ Did the contractor provide a detour route?

Make sure a detour route is listed for highway and ramp closures, and for lane closures that restrict the size and weight of oversize/overweight loads. Detour routes should have been identified in the project development process and will be included in the project documents. Forwarding a notice to the Mobility Team without a detour route may result in it being returned, as we need have a freight friendly route available. When contractors provide a detour route, the form prompts them to indicate if the route is approved for oversize loads. If a 24x7 closure is in place, the detour should be appropriate for all vehicles that use the route (including freight and over-dimension loads). Otherwise, there should be windows of opportunity provided for oversize loads to move through the work zone.

☐ Are the original restriction notice submitters still working on the project?

Often, the original contractor who submitted the form will move on to a new project. If the submitter contact information is not updated, the new contractor will not receive the emails from the restriction notification system. Contact the Mobility Team if you need to have the form returned to update the contact information.