

ASPEN Procedures for Selecting the Proper Location and Location Code

It is important to list the **proper location** and mark the **location code** correctly because it saves numerous hours of time. If all the inspections are tagged correctly our office team has the correct data at the push of a button. If the inspections are tagged wrong then it can take hours of time for staff to go through each inspection to collect the correct data.

Table of Contents

Destination Bus Inspection Instructions	2
Non-Fixed Inspection or Level 5 Inspection Instructions	4
Law Enforcement Inspections	5
Fixed Location Inspection	5
Traffic Enforcement Box.....	6

As “One ODOT” let’s all do our part to ensure our work is accurate. Thank you!

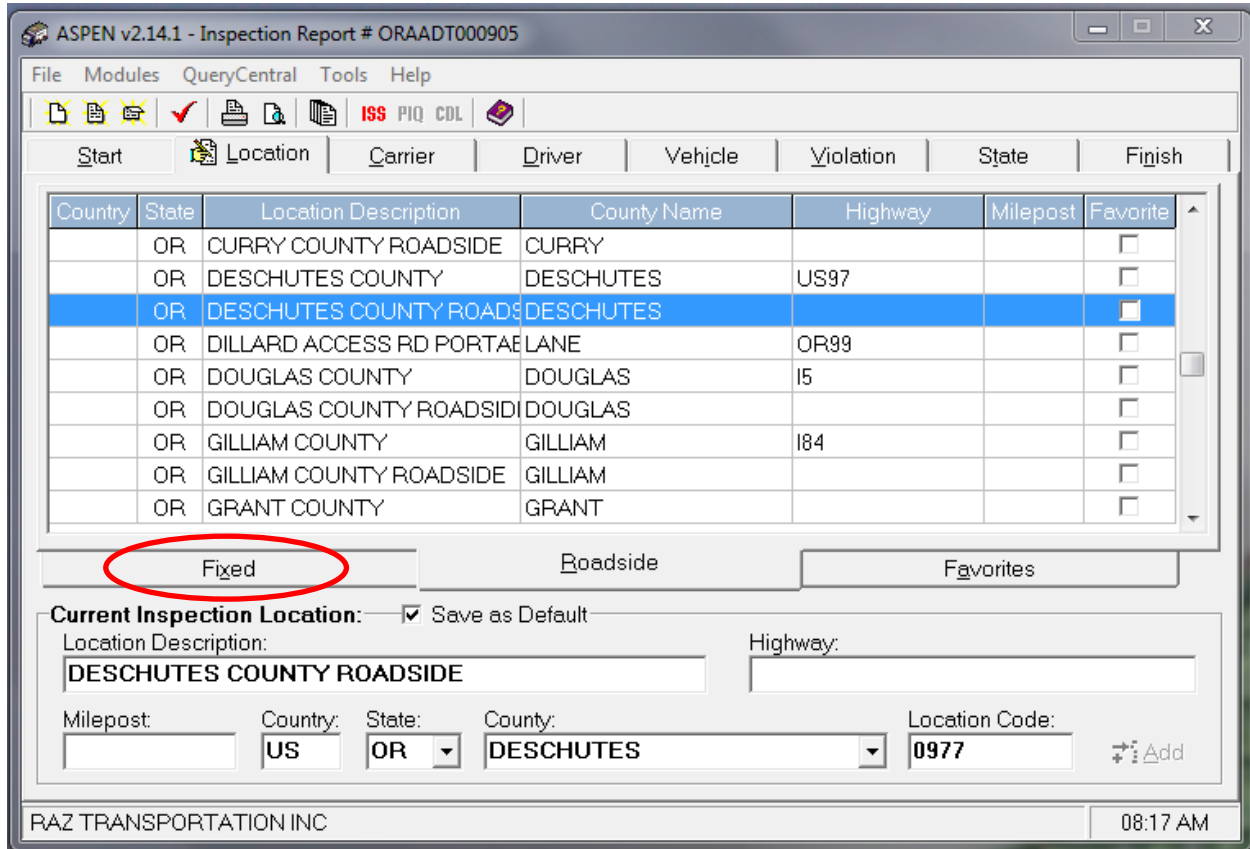
If you have questions please email [Abe Dunivin](mailto:Abe.Dunivin) or call 541-207-2847.



Destination Bus Inspection Instructions

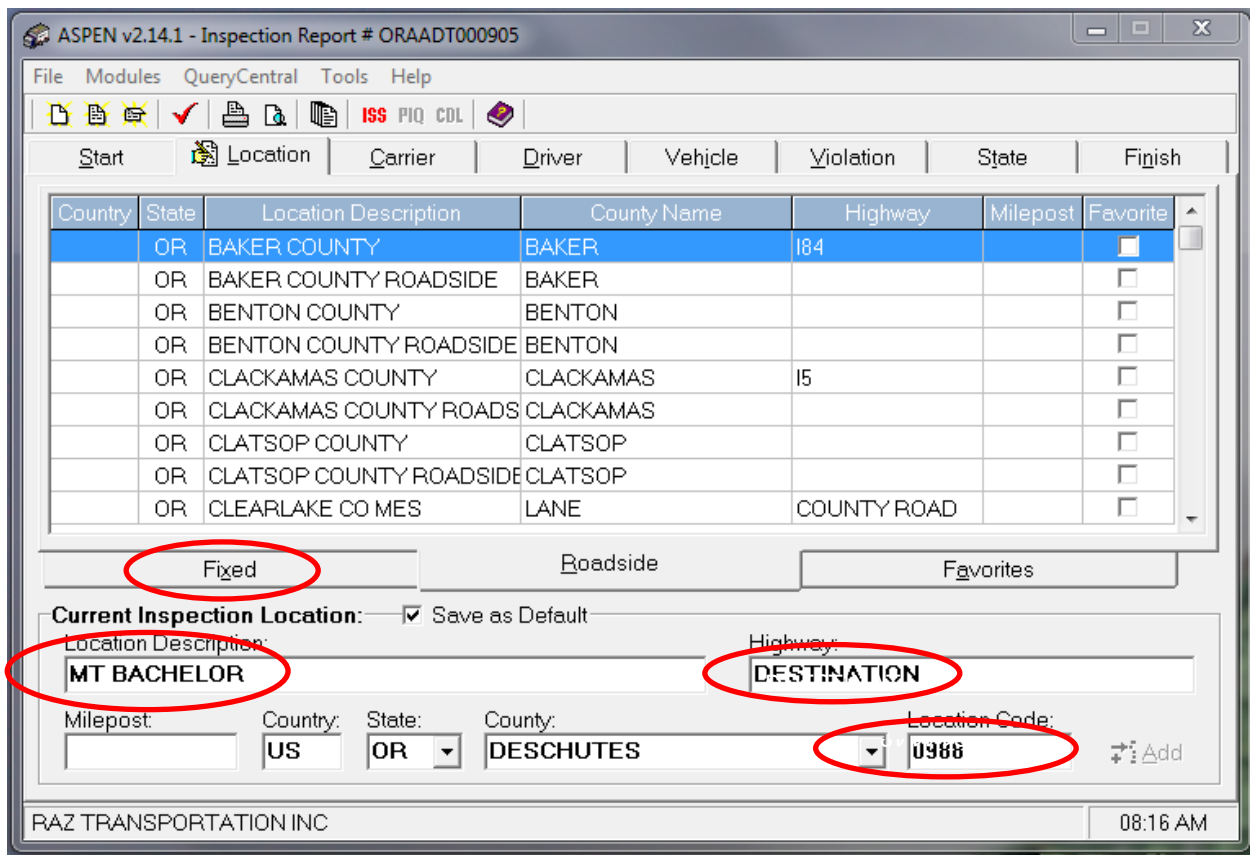
If you are doing a bus inspection the **location code should always end with 88**.

1. From the Fixed Tab, choose the **county terminal location** where you are conducting the inspection.



2. The Location Description is in grey letters, and won't allow you to make changes.
3. **Click on the Roadside Tab**. This will change the location information to black letters and allows you to make changes.
4. **Click back to the Fixed Tab** and make the changes. This is IMPORTANT because the computer needs to capture the location under the FIXED site.

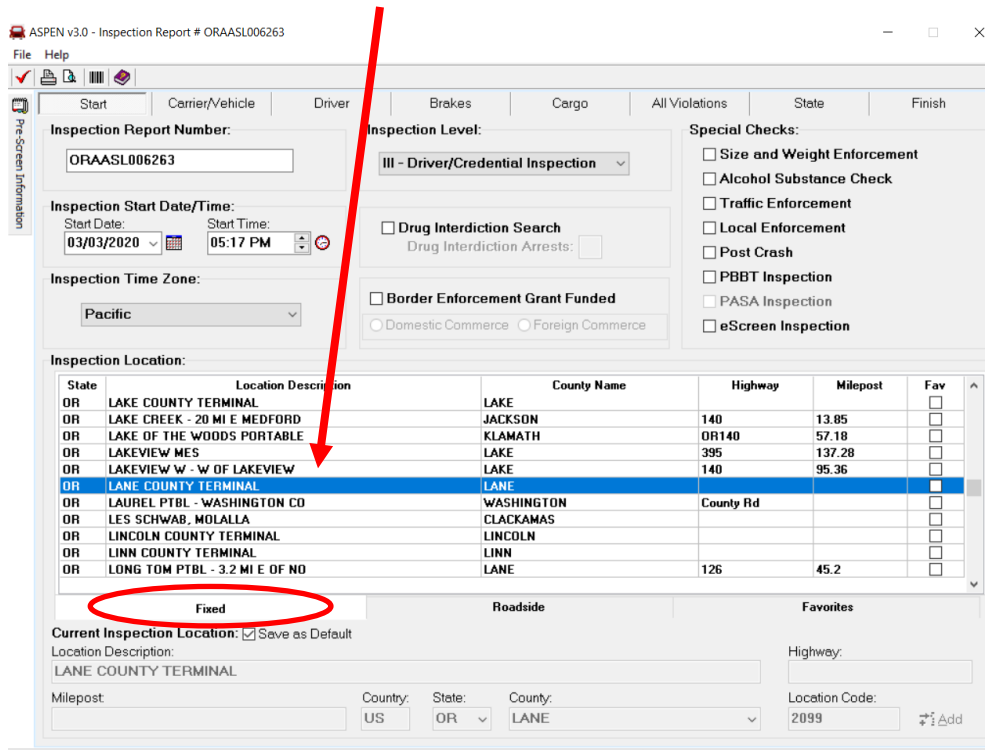
- Change the Location Description to indicate where you are conducting the Inspection and list DESTINATION in in the Highway column (example below). Change the last two numbers of the Location from 99 to 88. The code 88 determines that the inspection is a DESTINATION Inspection.



Non-Fixed Inspection or Level 5 Inspection Instructions

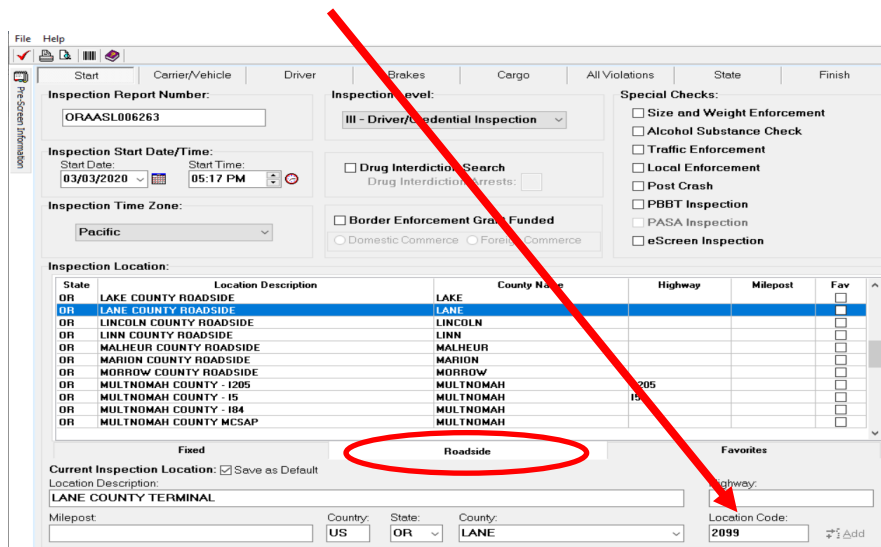
If you are doing a Non-Fixed Location Inspection like a level 5 or in a parking lot or alongside of the road, the **location code should always end with 99**.

1. Select the county you are in and double click it, making it your location description.



2. Select Roadside then fill in the highway or street you are on.

3. **Be sure** before you click back to Fixed that the last two numbers for location code is **99**.



- Below is what the screen should look like for a Non-Fixed location after selecting the location.

File Help

Start Carrier/Vehicle Driver Brakes Cargo All Violations State Finish

Pre-Screen Information

Inspection Report Number: ORAASL006263

Inspection Level: III - Driver/Credential Inspection

Special Checks:

- Size and Weight Enforcement
- Alcohol Substance Check
- Traffic Enforcement
- Local Enforcement
- Post Crash
- PBBT Inspection
- PASA Inspection
- eScreen Inspection

Inspection Start Date/Time:

Start Date: 03/03/2020 Start Time: 05:17 PM

Inspection Time Zone: Pacific

Drug Interdiction Search: Drug Interdiction Arrests:

Border Enforcement Grant Funded:

Domestic Commerce Foreign Commerce

Inspection Location:

State	Location Description	County Name	Highway	Milepost	Fav
OR	ADAIR - NB - N OF CORVALLIS	BENTON	99W	72.4	<input type="checkbox"/>
OR	ALSTON - 4 MI W RAINIER	COLUMBIA	30	52.5	<input type="checkbox"/>
OR	APPLEGATE RD - RUCH	JACKSON	County Rd		<input type="checkbox"/>
OR	ARLINGTON - 5 MI S ARLINGTON	GILLIAM	19	5.3	<input type="checkbox"/>
OR	ARLINGTON PORTABLE	GILLIAM			<input type="checkbox"/>
OR	ASHLAND NB - 2 MI N ASHLAND	JACKSON	99	16.91	<input type="checkbox"/>
OR	ASHLAND POE - 3.5 MI N ASHLAND	JACKSON	15	18.08	<input type="checkbox"/>
OR	ASHLAND SB - 3.5 MI N ASHLAND	JACKSON	15	18.24	<input type="checkbox"/>
OR	ASTORIA INDUSTRY ST PORTABLE	CLATSOP			<input type="checkbox"/>
OR	ATHENA PORTABLE SITE	UMATILLA	11	13	<input type="checkbox"/>
OR	AUSTIN JCT. - JUNCT US20/OR7	GRANT	26	191	<input type="checkbox"/>

Fixed Roadside Favorites

Current Inspection Location: Save as Default

Location Description: LANE COUNTY TERMINAL

Highway: HWY 99/PINE ST

Milepost:

Country: US State: OR County: LANE

Location Code: 2099 Add

- One last thing. Unless you are law enforcement the location code should never end with a 77.

Law Enforcement Inspections

Only Law Enforcement inspections should show the last two numbers in the location code as 77.

Fixed Location Inspection

If you are at a fixed location it should properly flag everything once selected.

Traffic Enforcement Box

Safety and Weight Enforcement inspectors **should never** select the **Traffic Enforcement Box on the start page.**

The screenshot shows the 'Pre-Screen Information' window. The 'Inspection Level' is set to 'III - Driver/Credential Inspection'. Under 'Special Checks', the 'Traffic Enforcement' checkbox is visible and unchecked. A red arrow points to this checkbox. Other options include 'Size and Weight Enforcement', 'Alcohol Substance Check', 'Local Enforcement', 'Post Crash', 'PBBT Inspection', 'PASA Inspection', and 'eScreen Inspection'. The 'Inspection Location' table lists various sites in Oregon, and the 'Current Inspection Location' is set to 'LANE COUNTY TERMINAL'.

There are several violations in ASPEN, if picked, will pop up this box and ask if you want to check the traffic enforcement box. Always select no and ensure prior to uploading it did not get checked. In the example below, failure to use and/or carry chains violation was selected and a box popped up to confirm this is traffic enforcement. Be sure to click no and confirm it didn't get checked prior to upload.

The screenshot shows the 'Violation Information' table with several rows. The last row, 'D 392.2C', has a dropdown arrow next to the unit code. A red arrow points from this row to a 'Confirm' dialog box. The dialog box contains the text: 'Violation 392.2C is a traffic enforcement violation. Do you want the Traffic Enforcement box checked?' with 'Yes' and 'No' buttons.

Unit	Vio Code	OOS	Ver	Violation Description	Additional Violation Description	Cit	Citation #
D	395.24D	N	N	ELD cannot transfer ELD records ...	Web services was an option, b...	N	
D	395.8E	Y	N	False report of drivers record of ...	False Log 2/26/20 - log shows...	N	
D	392.2AU	N	N	Not enrolled/issued ODOT vehicl...		N	
D	392.2WC	N	N	No/improper mudguard.		N	
D	392.2C	N	N	Failure to use and/or carry chain...		N	