

# New York State



# CERTIFIED ESCORT MANUAL



## FOREWORD

In August of 1995, legislation was signed to amend the Vehicle and Traffic Law as it relates to flagpersons and escort vehicles. This legislation now allows for a person who holds a certificate issued by the Commissioner of Motor Vehicles to act as a flagperson while conducting an oversize vehicle escort. This bill, which became effective on January 1, 1996, would allow persons other than police officers to be trained and qualified to serve as escort drivers.

In a cooperative effort between the New York State Department of Motor Vehicles, the State Police, the Thruway Authority, and the Department of Transportation this manual was published for those who wish to receive certification as oversize escort drivers. In recognition of the need to protect the public from unnecessary danger and inconvenience, this manual provides information, including rules and regulations, legal requirements, safety guidelines, and reminders that should be helpful to those who conduct certified escort operations on the highways of New York State. The establishment of equipment and identification standards for escort vehicles and their drivers, uniform guidelines in traffic control, communications and accident prevention and response, will serve to maintain or improve the safe operation of motor vehicles throughout the state. Permit and oversize vehicle uniformity can now be established with the utilization of the *Certified Escort Manual*.

An understanding of the provisions of this manual is an essential requirement for certification as an escort driver and it is recommended that the manual be kept in the escort vehicle as a reference.

Comments concerning the contents were received from various industries, including the New York State Motor Truck Association, Associated General Contractors of America, New York Manufactured Housing Association, Construction and Industry Council, Nassau and Suffolk Contractors Association, and the Specialized Carriers and Rigging Association. Their input is gratefully acknowledged.



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## **I. PURPOSE OF ESCORT DRIVER CERTIFICATION**

### **1. Need for Certification**

In the past, the only requirement of drivers who provided escort services for overdimensional loads in New York State was that they drive a vehicle clearly visible to the motoring public. There were no rules, regulations, or published guidelines that outlined desirable escort procedures. Based on the results of a study of the movement of 12-foot and 14-foot overdimensional loads, the general performance of drivers who provided escort services was found to need improvement. In many cases, escort drivers created hazards by engaging in negligent, unsafe, and, sometimes, illegal driving practices. Most of the problems observed could have been eliminated if the escort drivers had been provided with an understanding of proper escort procedures, highway safety, and traffic control, and had been instructed in how to react in emergency situations.

### **2. Purpose**

When properly conducted, escort services provide benefits to the public and to the manufactured housing, boating, construction and other industries that have an occasional need to transport overdimensional loads. The purpose of this manual is to provide information concerning the duties and responsibilities of drivers who provide escort services. The purpose of testing and certifying escort drivers is to promote a clear understanding of proper escort operations. Specific objectives of the certification program are to:

Enhance the safety of the traveling public;

Enhance the safety of the people involved in the movement of the overdimensional load;

Prevent damage to the highway system;

Prevent damage to the load being transported;

Reduce undue delay to the normal flow of traffic;

Prevent increases in insurance costs;

Provide security from costly damage suits;

Encourage uniform escort operations.

## **II. GENERAL REQUIREMENTS FOR CERTIFICATION**

### **1. Applicability**

Certification as an escort driver is mandatory for all drivers and all those acting as flag persons, who escort overdimensional loads on the highways of New York State, regardless of where they live. These are loads with a width that exceeds 12 feet, and/or length of 80 feet or greater, and/or a height of 14 feet or greater. Also included are loads that have an overhang of the load/vehicle which exceeds the main body of the vehicle by greater than 10 feet. Certified escorts are also required when speed restrictions are in effect because of the total gross weight of the vehicle, or other concerns.

Escort drivers are not required to be certified if:

- a) The overdimensional load is less than the requirement stated above;
- b) The escort service is performed by the military for military convoys, or state governmental vehicles.

## **2. Requirements for Providing Escort Services**

In order to qualify as a certified escort you must:

- a) Be 21-years old;
- b) Have a valid New York State driver license or valid license in the state or jurisdiction in which you are a resident. (Those out of state drivers who do not have current New York State driving privileges are not eligible for escort certification);
- c) Comply with all terms, conditions, requirements and/or regulations set forth by the permitting agency in the State of New York;
- d) Pass the New York State Escort Driver's Certification Test.

Failure to comply with any of these requirements may lead to the cancellation of your Escort Certificate. Depending upon the nature of the violation, you may be subject to fines and penalties as set forth in the New York State Vehicle & Traffic Law and/or Title 17 of the New York Codes, Rules and Regulations, Part 154 and/or Title 21 of the New York Codes, Rules and Regulations, Part 102.

## **III. CERTIFICATION PROGRAM**

To be certified as an Escort Driver in New York State, you must take a written test and score 70% or higher.

### **1. Where to Apply for Certification and Take the Written Test**

You may take the test at any of the New York State Department of Motor Vehicles (DMV) office listed on Appendix C. You do not need to make an appointment to take the test, but you may want to call the DMV office where you plan to take the test to ask about office hours.

### **2. What to bring With You**

To take the test, bring a valid driver license, your social security number and \$40 test fee (check should be made payable to The Commissioner of Motor Vehicles). You will be asked to complete an application for Escort Service Certification before you take the written test.

### **3. Escort Driver's Test**

You will receive test forms at the Motor Vehicle Office. Notes, manuals, and other study materials are not permitted. The DMV associate who administers the test is not permitted to discuss questions or offer any assistance.

The test will include questions on safe driving, rules of the road, regulations governing the



movement of overdimensional loads, responsibilities of the escort driver, escort procedures, and New York State traffic laws. All information necessary to pass the test is in this manual which can be obtained from any DMV office where the test is offered (See Appendix C), Department of Transportation and the New York State Thruway Authority (See Appendix D-1). Study the manual carefully before taking the test. Applicants should also be familiar with the New York State Driver's Manual (which is available at any office of the Department of Motor Vehicles).

Special questions regarding taking the test should be directed to the DMV office where you plan on taking the test (See Appendix C).

Special questions regarding the material in this manual should be directed to the Permit Section (Phone 518-457-1155).

#### **4. Testing and Certification Fees**

You must pay a \$40 fee to take the written knowledge test (there are no additional fees for your initial certification).

#### **5. Notification of Test Results**

When you finish the test, the DMV associate will correct the test and tell you whether you have passed or failed.

If you pass the test, you will be immediately certified to provide escort services for overdimensional loads and will be given a 60-day interim Escort Driver Certificate. (Your permanent certificate will be sent to you by mail.) You must have this certificate in your possession when providing escort services.

Anyone who fails the test, may take it again when they are ready, but must pay another \$40 test fee.

#### **6. Change of Address or Name**

If you have a change of name or address, notify the Department of Motor Vehicles, in writing, within ten days. Send your certificate number, your former address/name and your new address/name to:

Bus and Vehicle Escort Driver Certification Unit  
Department of Motor Vehicles  
Room 220C  
Empire State Plaza  
Albany, NY 12228

#### **7. Replacement Certificates**

If your Escort Driver Certificate is lost, stolen, or destroyed, you may apply for a replacement by writing to the Department of Motor Vehicles. You must send your name, address, driver's license number, social security number, and certificate number, if available. Send your request and a check for \$5 (payable to the Commissioner of Motor Vehicles) to:

Bus and Vehicle Escort Driver Certification Unit  
Department of Motor Vehicles  
Room 220C  
Empire State Plaza  
Albany, NY 12228



## **8. Expiration and Renewal**

If you have a New York State driver's license, your Escort Driver Certificate will expire at the same time as your driver license. If you have a driver license from another state, your certificate will be valid for four years from the date it is issued. To renew your certification, you must send your renewal application, with a check for \$40 (payable to the Commissioner of Motor Vehicles) and a photocopy of your valid driver license to:

Department of Motor Vehicles  
207 Genesee Street  
Utica, NY 13501

If you do not renew your certification within two years of the expiration date, you will be required to retake and pass the written test prior to being recertified.

## **9. Certificate Revocation and Suspension**

Your driver certificate is not valid if your driver license or privilege is revoked or suspended in the issuing jurisdiction or if you have lost your privilege to drive in New York State.

Your certification may be canceled if:

- a) You are convicted of violating traffic laws and safe escort procedures or Title 17, Part 154 of the NYCRR (New York Codes, Rules and Regulations); or
- b) You become physically or mentally unable to drive; or
- c) You are found to have given false or fraudulent information on the application for certification as an escort driver.

## **10. Important Reminders**

- a) You are required to be a certified escort driver, if you provide escort services in New York State for loads with a width that exceeds 12 feet, and/or length of 80 feet or greater, and/or height that is 14 feet or greater. A certified escort is also required whenever the vehicle must reduce speed to cross a structure, or when the overhang of the load/vehicle exceeds the main body of the vehicle by greater than 10 feet.
- b) You must have a valid driver license and have passed a written knowledge test before you can be certified as an escort driver.
- c) You may renew by mailing a renewal application form to the NYS Department of Motor Vehicles. Your renewal certificate is valid for four years.

## **IV. SAFE DRIVING PRACTICES**

Everyone with a valid driver's license should be familiar with the general rules of the road and should know how to drive defensively; however, many of the hazards observed with escort operations were created when escort drivers violated state traffic laws and safe driving practices. The individual interested in escort certification should review the rules of the road section in the New York State Driver's Manual, with particular emphasis on the following areas.

## 1. General Rules of the Road

### a) Traffic Signals and Signs

The traffic signals and signs, for all drivers must also be obeyed during escort operations. For example, escort drivers are required to stop for red lights and school buses and to drive strictly in accordance with all regulatory signing.

### b) Road Markings

Road markings enhance highway safety by providing important traffic control information to motorists. Escort operators should carefully observe all road markings and never drive to the left of a solid double yellow centerline.

### c) Driver's Signals

Escort drivers should give proper signals in advance of turning at intersections or when changing lanes.

### d) Maintain a Safe Following Distance

As a general rule, the two-second rule should be used to assure that a correct following distance is being maintained. To determine if the following distance is proper, the driver should note when the vehicle ahead passes a definite point on the road (such as a tar strip or telephone pole). Then the driver should count "one thousand and one, one thousand and two". If the driver reaches the mark before completing the count, the following distance is too close and a greater interval is needed. The two-second rule is applicable regardless of vehicle speed. Escort drivers who follow the overdimensional load or other traffic at distances less than a safe distance, are not giving themselves enough time or distance to respond to emergency situations.

### e) Stopping Under Special Conditions

When the driver of the overdimensional load or the escort operator is forced to stop (except momentarily) on any portion of the road, the drivers should immediately set out three warning flares, torches, or reflectorized triangular warning signals to warn approaching traffic of the hazard. Every precaution should be taken to remove the load and escort vehicles from the roadway.

### f) Right-of-Way Rules

Escort drivers are required to obey all right-of-way rules, especially at intersections in urban areas and when entering or leaving an interstate or other limited access highway. The size of the load is not justification for assuming that other drivers must yield to the load or the escort vehicles.

## 2. Defensive Driving

A defensive driver is a person who is always alert, and takes every reasonable precaution to prevent traffic mishaps, over and above what is required by law. Because the movement of every overdimensional load affects the normal flow of traffic on the highway, the escort driver must develop a positive attitude toward accident prevention. A defensive driver must anticipate possible accident problems by evaluating constantly changing situations and planning preventive measures. Escort drivers should adopt the accident prevention formula given below.



### 3. Accident Prevention Formula

a) See the hazard

Think about what is going to happen as far ahead of encountering the situation as possible. Never assume everything will be "all right."

b) Understand the Defense

There are specific ways of handling specific situations. Learn these ways and be prepared to apply them when the need arises.

c) Act in Time

Once you have perceived the hazard and determined the defense, act immediately. Never take a "wait and see" attitude.

## V. (A) HAULING PERMIT TRAVEL REGULATIONS GOVERNING THE MOVEMENT OF OVERDIMENSIONAL LOADS

### 1. General

- a) Vehicles or combinations of vehicles, the weight or dimensions of which exceed the limitations provided for in Section 385 of the Vehicle and Traffic Law, may be operated or moved on highways under the jurisdiction of the Department of Transportation for good cause when authorized under a permit (called a "Special Hauling Permit") issued by the Department of Transportation. A special hauling permit shall not be considered valid unless the vehicle or combination of vehicles is operated and maintained in accordance with New York State Law, the provisions of Part 154-1, Title 17, New York State Codes of Rules and Regulations and/or Part 102-1, Title 21, New York Codes, Rules and Regulations and with any other special requirements indicated on the permit. A Special Hauling Permit is only issued to the vehicle transporting the oversize/overweight load.
- b) A copy of any valid special hauling permit shall be kept with the driver of every such vehicle while the vehicle is in operation within the State of New York and any other sticker which may be used to identify the holder of such permit shall be affixed to the vehicle in accordance with the instructions of the Department. Failure of a vehicle to be identified as herein required shall render the permit void. Upon request, said permit shall be displayed to any peace officer, acting pursuant to his or her special duties, or police officer, or any other officer or employee authorized to enforce this Section, upon their request.
- c) The Commissioner of Transportation and/or Chairman of the New York State Thruway Authority may revoke any permit issued without a hearing or the necessity of showing cause.
- d) Except as provided by any cooperative agreement and Subsection 15-a of Section 385 of the Vehicle and Traffic Law, or under special circumstances involving public safety, potential damage to highways or bridges, or operational reasonableness, Special Hauling Permits authorize operation on the highways under the control of the Commissioner of Transportation, or the New York State Thruway Authority, as applicable. Permits involving use of a non-State System shall apply to the local authority whose control the highway jurisdiction is under.



- e) Special Hauling Permits issued by the New York State Department of Transportation are only valid for roads under the jurisdiction of the Department of Transportation. Special Hauling Permits issued by the New York State Thruway Authority are only valid for roads under their jurisdiction. Separate permits must be obtained from the jurisdiction having control over other highways and bridges when you are using their roads. See Appendix D-1 for other State jurisdictions.

## 2. Days and Times of Travel

### a) General

A special hauling permit allows travel between the hours of one-half hour before sunrise to one-half hour after sunset. Special hauling permits do not allow movements on Saturdays, Sundays, or on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas and from 12 noon the day preceding Memorial Day, Labor Day, Thanksgiving and Christmas. For the purpose of this section, the day preceding the above holidays only refers to normal working days, that is, Mondays through Fridays.

- b) **LOADS/VEHICLES EXCEEDING: 13 FEET - 11 INCHES BUT LESS THAN 16 FEET IN WIDTH, 89 FEET - 11 INCHES BUT LESS THAN 100 FEET IN LENGTH, 13 FEET - 11 INCHES IN HEIGHT.** In addition to the restrictions contained in (a) above, there is no travel allowed between the hours of 7:00 AM to 9:00 AM, and 4:00 PM to 6:00 PM in Business Districts as defined in the New York State Vehicle and Traffic Law.
- c) **LOADS/VEHICLES EXCEEDING: 14 FEET IN WIDTH OR GREATER, 100 FEET IN LENGTH OR GREATER, 14 FEET IN HEIGHT.** In addition to the restrictions contained in (a) above, there is no travel allowed between the hours of 7:00 AM to 9:00 AM and 4:00 PM to 6:00 PM in New York State.
- d) **MOBILE/MODULAR HOMES EXCEEDING 14 FEET IN WIDTH BUT NO GREATER THAN 16 FEET WIDE.** In addition to the restrictions contained in (a) above, travel days are restricted to Monday, Tuesday, Wednesday and Thursday between the hours of 9:00 AM to 3:00 PM, and on Friday between the hours of 9:00 AM to 12:00 NOON. Time of travel is restricted to 9:00 AM to 3:00 PM on the travel days. Monday travel is prohibited on the following State Holidays: Dr. Martin Luther King Jr. Day; Lincoln's Birthday; Washington's Birthday and Columbus Day.

## 3. Exceptions - Days and Times of Travel

### a) General

Overdimensional and overweight moves that are within 12 feet in width and 85 feet in length and which can maintain traffic flow speed are allowed to move until 12 noon on Saturday, unless such Saturday falls on a holiday, as set forth in Days and Times of Travel - "2 (a) General" above.

### b) Overweight Only

When the weight exceeds legal weight limits by up to 125 percent and all other dimensions of the load are legal, travel will be allowed 24 hours a day, 7 days a week.

### c) Night Travel in Nassau and Suffolk Counties

Night travel may be allowed upon request in Nassau and Suffolk Counties only.



#### 4. Load Overhang

Front not to exceed 15 feet; rear not to exceed 1/3 length of load, 2/3 of which must rest upon truck or trailer bed.

#### 5. Speed Limit

Unless otherwise specified within the permit, maximum speed is 55 MPH.

#### 6. Holidays

- a) Travel of permit load prohibited on holidays listed under Days and Times of Travel - 2 (a) General and 2 (d) Mobile/Modular Homes Exceeding 14 Feet in Width.
- b) Six holidays are restricted along with the half day adjacent to, as explained under Days and Times of Travel - 2 (a) General.
- c) Recognized holidays are New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. For Mobile/Modular Homes exceeding 14 feet in width, additional Monday holidays are: Dr. Martin Luther King Jr. Day; Lincoln's Birthday; Washington's Birthday and Columbus Day.

#### 7. Flags

##### a) General

Required warning flags shall be in evidence during daylight hours for all overdimensional loads. Red or fluorescent orange warning flags shall be at least 18 inches square. Flags shall be mounted on staffs and be securely fastened to the vehicle or load.

##### b) Width

Warning flags are required on vehicles and loads which exceed legal width. These vehicles and loads are required to bear flags at the extremities of the vehicle or load. (See Appendix A-1.)

##### c) Length

Flags are also required on vehicles and loads which exceed legal length or which have a rear or front overhang in excess of four feet. There shall be a single flag at the extreme rear if the overlength or projection portion is two feet wide or less. Two (2) flags are required if the overlength or projection portion is wider than two feet and shall be located to indicate maximum width. (See Appendix A-1).

#### 8. Flag Person

When necessary to post a flag person(s) in order to warn and direct approaching traffic, each flag person must be wearing a fluorescent orange vest with appropriate identification (See Appendix B-1) on the left lapel of the vest and be equipped with a paddle reading "STOP" in white letters with red background. Flag person(s) shall not be less than 21 years of age and capable of carrying out flagging responsibilities. The flag person shall be a Certified Escort Driver. **NOTE: CERTIFIED ESCORT PERSONNEL ARE NOT PERMITTED TO STOP TRAFFIC ON HIGHWAYS UNDER THE JURISDICTION OF THE NEW YORK STATE THRUWAY.**

## **9. Lights**

All vehicle headlights and other steady burning exterior lights shall be turned on including those of the escort vehicle(s), when operating under the authority of a permit.

## **10. Warning Lights for Permitted Loads**

### **a) General**

Whenever the rear running lights, stop lights, turn signals, or hazard warning lights are obstructed by the load on a vehicle, lighting equipment shall be displayed on the rear of the load equivalent to the obstructed lights or signals.

### **b) Overwidth**

Warning lights shall be used for authorized night operations as shown in Appendix A-2, Figures A-3 and A-4.

For overwidth loads uniform in width, place amber lights on the forward corners of the load and red lights on the rear corners of the load as shown in Figure A-3.

If the load is overwidth for it's entire length with a wider portion near the middle of the load, place red and amber lights at the rear and front corners of the load, respectively, with amber lights on the sides and the extreme limits of the load as shown in Figure A-3.

If the load is nonuniform in width, place red and amber lights at the rear and front corners, respectively of the overwidth portion as shown in Figure A-3.

### **c) Overlength**

For loads of legal width that are overlength with a rear overhang exceeding four feet, place four red lights on the rear and sides of the overhang portion of the load. Amber lights are required at least every six feet on both sides of the overhang as shown in Figure A-4.

## **11. Warning Lights for Escort Vehicles**

Warning lights for escort vehicles shall be located on the roof of the vehicle perpendicular to the length of the escort vehicle.

The warning light bar shall be a minimum of 43 inches and a maximum of 52 inches long, a minimum of 10 inches and a maximum of 13 inches wide and a minimum of 4 inches with a maximum of 8 inches high, consisting of flashing or strobe lights. Each warning light bar shall consist of a minimum of four lights.

If flashing lights are used they shall consist of at least two 95 and two 150 minimum FPM rotators, mirrors shall be placed diagonally between lights (mirrors to be reflective on both sides).

All lights shall be visible on a 360 degree basis from the vehicle for a distance of 1,000 feet and arranged with at least two lights in each end of the bar light. The dome cover color shall be amber.



## 12. Warning Signs

### a) General

Warning signs shall be made of a durable material such as wood, steel, aluminum or of a flexible material. If the sign is made of flexible material it shall be securely fastened to the vehicle so that it remains in a flat position and does not curl, wave or become illegible. Such sign shall be in evidence during all oversize movements. Warning signs shall not obstruct lights and other safety devices.

### b) Color

The sign's background shall be highway yellow with black lettering. For night moves, the warning sign face shall be of high-intensity reflective material.

### c) Size

#### 1) PERMITTED LOAD

Warning signs shall be at least 7 feet long and 18 inches high. Letters shall be at least 10 inches high with a 1.41 inch brush stroke.

Note: If Series E Modified is used, the brush stroke is to be 2 inches.

#### 2) ESCORT VEHICLE

Warning signs shall be at least 5 feet long and 12 inches high. Letters shall be at least 8 inches in height.

### d) Legend

The legend of the sign shall read: "OVERSIZE LOAD." For escort vehicles the legend shall be on both sides of the sign material.

### e) Location

#### 1) PERMITTED LOAD

Warning signs shall be at least two feet but no more than five feet from the top of the roadway surface to the bottom of the sign.

Vehicles and loads exceeding legal width shall display two signs. One sign shall be on the front of the vehicle. The other shall be on the rear of the load; however, if the sign cannot be attached to, or is not legible on the load, then the sign shall be attached to the rear of the vehicle itself. (See Appendix A-3).

#### 2) ESCORT VEHICLE

The sign shall be mounted on the front and rear or on the roof of the escort vehicle. If mounted on the front or rear, the sign shall not obstruct vehicle identification (license plate) warning lights and other safety devices. If mounted on the roof, the sign must not interfere with the view of the light bar and legend "OVERSIZE LOAD" must be printed on both sides of the sign.

### **13. Mobile and Manufactured Housing**

a) **General**

All requirements for signing, lighting and flags contained in Section V apply, in addition to this subsection.

b) **Towing Units**

The minimum length of the towing vehicle shall be ten feet, measured from the front bumper to the center of the connecting hitch of the towing vehicle. All towing vehicles must have breakaway devices as prescribed by Section 393.43 of Title 49, Code of Federal Regulations. Every towing vehicle shall have dual wheels on the drive axle.

The class of the towing vehicle is determined by the size of the mobile/modular unit being towed, as follows:

10' wide - 3/4 ton truck

12' wide - 1-1/2 ton truck

14' wide - 2 ton truck

16' wide - Manufacturer's minimum GVWR of 25,000 pounds

- c) No farm tractor or a vehicle commonly referred to as a tow truck, shall be used to tow a mobile or manufactured house section upon the highways of this state. However, a tow truck may be used to remove a disabled vehicle/load from the highway. All requirements of the New York State Vehicle and Traffic Law shall apply to the tow truck operation.

d) **Open Sided Covering**

Open sided units shall be covered by plywood, hardboard or other rigid material. In lieu of rigid material, suitable plastics, or other flexible material may be used. Billowing or flapping of plastic or flexible side covering in excess of six inches in any one place will not be permitted. Units open on both sides, such as used for temporary schools, warehouses, offices, etc., may be moved empty with no side covering.

e) **Length of Unit**

The maximum overall length of the mobile/modular unit with trailer shall not exceed 80 feet.

f) **Width**

The maximum overall width of the mobile/modular unit and trailer shall not exceed 16 feet inclusive of roof overhang.

g) **Height**

The maximum height of any permitted mobile/modular unit shall be 14 feet 6 inches. For any movement of 14 feet or greater in height, a survey of height clearances, in the manner provided by Section 154-1.2(u) of Title 17 New York Codes of Rules and Regulations is required. For any movement greater than 13 feet 6 inches in height on highways under the jurisdiction of the New York State Thruway,



a survey of height clearances, in the manner provided by Part 102-1, Title 21, New York Codes, Rules and Regulations is required.

**h) Special Requirements for Mobile/Modular Units Greater Than 14 Feet in Width**

- 1) Travel is limited to selected corridor routes plus roads designated on the trip permit necessary to make pickup or delivery (see section V (A) 13. I. Corridor Routes).
- 2) Travel is allowed only on Monday, Tuesday, Wednesday and Thursday between the hours of 9:00 AM to 3:00 PM and on Friday between the hours of 9:00 AM and 12:00 NOON, but not during any of those periods excluded for travel in Section V (2) or Monday travel on designated State holidays.
- 3) For all highways, two escort vehicles with proper signing and lights, one in front of the permitted load, one behind it, with radio or telephone contact with each other and with the driver of the permitted load is required at all times during a movement. A third escort vehicle may be required when highway geometry or other factors dictate. A police escort may be used in place of the third escort vehicle. The front escort is necessary for traffic control at intersections while the load proceeds through the intersection.
- 4) A bond is required in the amount determined adequate to protect its facilities, but in no event less than \$25,000 per company.
- 5) Liability insurance as provided by Subsection 154-1.5 of Title 17 of the New York Codes of Rules and Regulations is required.
- 6) The undercarriage of the mobile/modular unit shall have at least four axles. Each wheel on the undercarriage shall be equipped with operable brakes, and no tire may carry a weight in excess of the manufacturer's rating as marked on the sidewall unless authorized by the Department of Transportation.
- 7) A warning sign must be attached to the rear end of each mobile/modular unit and be a minimum of five feet but no more than seven feet from the roadway surface to the bottom of sign.
- 8) A flashing or revolving warning lamp at least six but no more than nine inches in diameter shall be attached to each side of each rear corner, at least five but no more than 7 feet above ground. Each such lamp shall consist of a lamp with an amber lens and not an uncolored lens with an amber bulb. No inscription shall appear across the face of the lens. Lamps shall not have a light greater than 50 candlepower. Such lamps shall not be of a spotlight type, nor be equipped with a magnifying lens. Each such lamp shall be of such design and construction as will provide a visible signal, under normal conditions, from a point at least 1,000 feet distance.
- 9) Each side of each corner of the mobile/modular unit shall have a one foot wide strip of prismatic lens retroreflective material, fluorescent orange in color, the full height of the unit.

**i) Corridor Routes for Mobile/Modular Units Greater Than 14 Feet in Width**

**1) North-South Corridor Routes:**

- A. NY Route 9 from the intersection with the on-off ramps of Interstate

- B. NY Route 11 from from Interstate Rt. 342 North of Watertown to Interstate Rt. 87 South of Champlain.
- C. NY Route 12 from US Rt. 20 in Sangerfield to US Rt. 11 at Watertown.
- D. US Route 15 from the Pennsylvania State Line to State Rt. 17 near Corning.
- E. Interstate Rt. No. 81 from Canada to Interstate Rt. No. 481 in North Syracuse.
- F. Interstate Rt. No. 481 in North Syracuse to Interstate Rt. No. 81 in Syracuse.
- G. Interstate Rt. No. 81 from Interstate Rt. No. 481 in Syracuse to the Pennsylvania State Border.
- H. Interstate Rt. No. 87 from the City of Albany to Canada.
- I. Interstate Rt. No. 390 from State Route 17 in Steuben Co. to Interstate Rt. No. 490 in Monroe Co.
- J. State Route 390 from Interstate Rt. No. 490 in Monroe Co. to State Route 104 in Monroe Co.
- K. Interstate Rt. No. 590 from Interstate 390 in Monroe Co. to State Route 104 in Monroe Co.
- L. US Route 219 from the Pennsylvania State Line to Route 17 in Cattaraugus Co.
- M. US Route 220 from the Pennsylvania State Line to Route 17 in Tioga Co.

2) East-West Corridor Routes:

- A. State Route No. 17 from Pennsylvania State Line in Western New York to Interstate Rt. 84 in Orange Co.
- B. Interstate Rt. No. 88 from Binghamton to U.S. Route 20 at Duanesburg (Schenectady Co.).
- C. Interstate Rt. No. 90 from Exit 24 of New York State Thruway to Exit B1 of the New York State Thruway.
- D. State Route No. 20 from Interstate 81 in Onondaga Co. to State Route 155 in Albany Co.
- E. State Route No. 155 from Rt. 20 in Albany Co. to Washington Avenue Extension in the City of Albany.
- F. Washington Avenue Extension from Rt. No. 155 in the City of Albany to Fuller Road in the City of Albany.
- G. Fuller Road from Washington Avenue Extension in the City of Albany to interstate Rt. No. 90 in the City of Albany.



- H. **Washington Avenue Extension from Fuller Road in the City of Albany to Interstate Rt. No. 90.**
- I. **Interstate Rt. No. 90 from Interstate 87 in the City of Albany to State Route No. 9 (Exit 12).**
- J. **Dix Ave. East from NY Rt. 254 to NY Rt. 32 Glens Falls.**
- K. **NY Route 32 East from Dix Ave to US Rt. 4 in Glens Falls.**
- L. **US Route 4 in Glens Falls to the Vermont Border.**
- M. **NY Route 342 North of Watertown between US Rt. and Interstate Rt. 81.**

#### **14. Amber Flashing Lights - Overdimensional Vehicles and Loads**

One (1) amber revolving light shall be located on top of the towing vehicle. The revolving

warning lamp shall be at least six but no more than nine inches in diameter. The lamp shall consist of a lamp with an amber lens and not an uncolored lens with an amber bulb. No inscription shall appear across the face of the lens. Such lamp shall not be of a spotlight type, nor be equipped with a magnifying lens. Such lamp shall be of such design and construction as will provide a visible signal, under normal conditions, from a point at least 1,000 feet distance.

#### **15. Escort Vehicle Regulations**

- a) **No escort vehicles are required for oversized loads less than 12 feet wide, 80 feet long and 14 feet high. However if the vehicle is a slow moving vehicle, or bridge speed restriction are required or where the overhang is greater than 10 feet then escorts will be required.**
- b) **A front escort vehicle will be required for travel on all two-lane highways when the width of the vehicle/load exceeds 12 feet wide , and/or 80 feet long and/or height of 14 feet or greater, or where the overhang is greater than 10 feet. For overheight vehicles, the front escort must be equipped with a height pole which is 3 inches higher than the overall height of the permitted vehicle/load.**
- c) **A rear escort vehicle is required for travel on highways of more than two-lanes when vehicle/load is greater than 12 feet wide , 80 feet long or greater, or if the vehicle is a slow moving vehicle, or bridge speed restrictions are required, or where the overhang is greater than 10 feet.**
- d) **Two escort vehicles are required for travel whenever the vehicle/load meet the criteria of (b) and © above dictate a front and rear escort.**
- e) **Three escort vehicles (two front, one rear) are required for travel whenever the vehicle/load is over 16 feet wide on two-lane highways, 18 feet wide or greater on four-lane highways, or 100 feet long or greater on two-lane highways, 160 feet long or greater on four-lane highways. If the vehicle /load is 160 feet long or greater and is traveling only on interstate highways, only two escorts will be required.**
- f) **Escorts(s) may be required if the roadway geometry or other circumstances dictate.**

- g) **Each oversize/overweight vehicle/load requires its own escort vehicle(s) when escort is required. Escort vehicles(s) must maintain adequate distance in front or/behind the unit (approximately 1,000 feet) to warn motorists of the oversize load. For escort vehicles that are required to have a height pole, the distance in front of the permitted load shall be 3,000 feet to allow for adequate stopping distance.**
- h) **All escort vehicle drivers and the oversize load driver must be in constant communications at all times.**
- i) **When an OVERDIMENSIONAL movement is routed upon any highway which is too narrow for two-way travel at all points, the lead escort vehicle shall advance to a point where two-way traffic can be maintained, stopping oncoming traffic at that location. When the load reaches the location where traffic is stopped, the overdimensional unit shall halt and allow traffic to clear from both directions, assistance being given by the escort driver. The lead escort vehicle shall then advance to the next point for stopping traffic.**
- j) **Traffic shall not be detained for more than ten minutes.**

## **16. Escort Driver Certification Required**

**Certification as an escort driver is mandatory for all drivers regardless of their residency who escort overdimensional loads with a width that exceeds 12 feet , and/or length of 80 feet or more, and/or height of 14 feet or greater, whenever a vehicle can't maintain highway speeds, there is an overhang of 10 feet or more or where there is a bridge speed restrictions.**

- a) **Escort drivers are not required to be certified if the overdimensional/overweight vehicle/load is less than the limits stated above or if the escorts are military personnel escorting military vehicles.**
- b) **Every person who wishes to escort overdimensional/overweight vehicle/load must:**
  - 1) **Have a valid New York State driver license or valid license in the state or jurisdiction in which he/she is a resident or have current driving privileges in New York State;**
  - 2) **Comply with the permit policy and regulations and all state traffic laws;**
  - 3) **Have passed the Escort Driver Certification Test.**
  - 4) **Be fully certified by the New York State Department of Motor Vehicles.**
- c) **The New York State Escort Driver Certification Program consists of a written knowledge test which must be successfully completed before a certificate is issued. The important facts concerning the test are explained in this manual. Copies are available upon request.**

## **17. Operational Provisions**

- a) **No travel shall be allowed upon any roadway having physical or geometrical restrictions that prohibit movement as determined by the permitting agency.**
- b) **No travel is allowed upon any public highway which exceeds the limits of Section 385 of the New York State Vehicle and Traffic Law without a permit from the appropriate agency having control of said highway.**



- c) **No permit vehicle shall travel upon any highway when the visibility is limited by atmospheric or other conditions so as to make travel hazardous for any vehicle. No travel is allowed when any person, vehicle or highway is not clearly discernible at a distance of 1,000 feet. No travel is allowed when the surface of the highway is made hazardous by rain, sleet, snow or ice. No travel is allowed when movement is made hazardous by fog, flood or wind. Law enforcement officer determination to prevail without exception.**
- d) **Permit vehicles operating on four-lane or divided highways shall be driven in right-most lane for traffic, except when the right lane must exit. Vehicles on two-lane highways shall pull off of the pavement whenever possible to allow traffic from both directions to pass. Permit vehicles shall be driven as nearly as practicable entirely within a single lane and shall not be moved from such lane until the driver has first ascertained that such movement can be made with safety.**
- e) **Traffic shall not be detained for more than ten minutes in the event of a traffic stoppage by a certified escort driver.**
- f) **No vehicle operating under a permit may travel on a road or cross a bridge if the gross vehicle weight exceeds the posted limit.**
- g) **Overhead wires, cables, signal or traffic lights, limbs of trees or overhead structures shall not be disturbed without first obtaining permission from the owners thereof and movements shall not be commenced until after such consents are obtained.**
- h) **Permit vehicles will not be allowed to travel less than 2,000 feet apart unless specified on the permit.**
- i) **Loads must be adequately secured to the vehicle as prescribed by Title 49 of the Code of Federal Regulations.**
- j) **The driver of the towing vehicle will be responsible for the least possible inconvenience to other traffic by using every opportunity to allow following traffic to pass. If traffic buildup behind the unit becomes heavy (considered to be six or more vehicles), the entire combination unit shall be removed from the traveled way to allow traffic to pass.**
- k) **All necessary safety precautions shall be employed. Extreme caution is to be exercised under conditions of crossing narrow structures, overtaking vehicles, or encountering pedestrians or vehicles along the roadway's edge. Special safety precautions shall be utilized during vehicle breakdown and the unit shall be immediately removed from the traveled portion of the roadway. The disabled unit shall be removed from the highway system at the earliest possible time after breakdown.**
- l) **Permit holders are required to report to the Department of Transportation, Highway Permit Office, located in Albany , or the New York State Thruway Authority, Office of Traffic Management, located in Albany (See Appendix D-1), any reportable accident under Section 605 of the Vehicle and Traffic Law, a copy of the report filed with the Commissioner of Motor Vehicles shall be submitted to the permit agent within 10 days of such accident.**
- m) **The driver of a permitted load is required to stop at inspection station and present the highway hauling permit.**

- n) Permittee is responsible for all horizontal and vertical clearances along each proposed route of travel to ensure that proper clearances exist. Travel shall not commence without proper clearances along all proposed routes of travel.
- o) Under no circumstances are bridge railing to be removed or adjusted, or any roadway structures, sign or temporary barriers are to be modified or changed to allow passage without prior written approval from the jurisdictional agency.
- p) Routes of travel as shown on the permit are to be used with **NO EXCEPTIONS**. Should the driver be on an unauthorized route, he must immediately remove the unit from the traveled roadway at a suitable location and contact the jurisdictional agency. Appropriate routing shall then be arranged so the unit may continue travel as soon as possible.
- q) Items shall not be loaded side-by-side to create overwidth condition; end-to-end to create overlength condition; or stacked to create overheight condition. When hauling more than one item at a time, gross weight and axle weights must remain legal.

## **18. Police Escorts**

Police escorts, in addition to certified escorts, are required whenever the vehicle/load is of such dimension or weight or special conditions exist where the addition of a police escort is deemed necessary by the permitting agency. The following size and weight will require police escorts:

- a) Vehicle/load exceeds only the length of:
  - 1) 140 feet on two-lane highways.
  - 2) 200 feet on multi-lane highways.
- b) Vehicle/load exceeds the width of 16 feet on two-lane highways and 18 feet or greater on four-lane highways.
- c) The vehicle/load exceed 200,000 pounds or the vehicle must cross the centerline of a structure.
- d) The overall height of the vehicle/load is 16 feet or greater.

## **V. (B) Geographical Regulations Applicable for Travel Through Cities and Towns**

- 1. Except when authorized or further restricted on the permit no travel is allowed in New York State between the hours of 7:00 AM and 9:00 AM and between 4:00 PM and 6:00 PM for any vehicle/load that is 100 feet or greater in length.
- 2. Except when authorized or further restricted on the permit no travel is allowed in Business Districts between the hours of 7:00 AM and 9:00 AM and between 4:00 PM and 6:00 PM for any vehicle/load that is 14 feet or greater in width, 90 feet or greater in length, or 14 feet or greater in height.
- 3. No travel is allowed for the following cities/counties between the hours of 7:00 AM and 9:00 AM and between 4:00 PM and 6:00 PM if the vehicle/load exceed the stated dimensions:



- a) Binghamton - Wider than 10 feet and/or greater than 72 feet in length.
  - b) 10 mile radius of Syracuse - Wider than 10 feet and/or greater than 85 feet in length.
  - c) Hudson, Kingston, Newburgh, and Poughkeepsie - Wider than 11 feet.
  - d) Utica and Amsterdam - Wider than 12 feet and contact police prior to move.
  - e) Albany and Rensselaer Counties on I-787, I-90 & I-87 - Wider than 13 feet.
4. Bypass routes to be utilized around cities/towns where bypass routes are available.

## **VI. DUTIES AND RESPONSIBILITIES OF ESCORT DRIVERS**

### **1. General Duties**

The purpose of an escort vehicle is to alert the traveling public to the presence or approach of an overdimensional load. Escort drivers are also responsible for assisting the driver of the load and should be courteous to the public and obey all traffic laws. Specific duties of front and rear escort drivers are given below.

### **2. Front Escorts**

Responsibilities of the front escort operator include, but are not limited to the following:

- a) Warn oncoming traffic of the presence of the overdimensional load.
- b) Assist the driver of the overdimensional load by using the two-way radio to provide notification of hazards, obstructions, low structures or overhead obstructions, pedestrians, and other potential problems that would affect the safe movement of the load and the traveling public.
- c) Assure the overdimensional load driver that the route prescribed on the permit is being followed.
- d) Locate safe places to allow the overdimensional load and the escort vehicles to clear the roadway so traffic following the load can safely pass.
- e) Warn motorists to stop at the end of narrow structures to permit safe passage of the load through the obstruction.
- f) Control traffic in advance of the permitted load at intersections, when necessary, to allow for necessary encroachment on opposing traffic lanes to allow for turning movements.
- g) Inform permitted load driver and rear escort that they are approaching a structure which will require a speed reduction as required by permit.

### **3. Rear Escort**

Responsibilities of the rear escort operator include, but are not limited to the following:

- a) Warn traffic approaching from the rear of the presence of an overdimensional load ahead.
- b) Assist the overdimensional load driver by providing notification of flat tires, objects coming loose from the load and other occurrences that the driver may not be aware of.
- c) Notify the front escort driver and overdimensional load operator of traffic buildup and other delays to the normal flow of traffic.
- d) Notify the overdimensional load operator of motorists attempting to pass the load.
- e) Warn motorists to stop at narrow structures and other roadway restrictions to permit safe passage of the load through the obstruction.
- f) Slow traffic where necessary to facilitate the permitted load to reduce speed over structures, where speed restriction is required.
- g) Assume lead escort position when front escort driver stops traffic on two-lane highways.

#### 4. Authority of Escort Drivers

The purpose of the escort vehicle is to enhance the safety of moving overdimensional loads by highway and to reduce delays and inconveniences to the normal flow of traffic. Certified Escort Drivers do have the powers to direct or control traffic, when necessary, while escorting a overdimensional permitted vehicle. The escort driver must not operate a vehicle as an emergency vehicle, i.e., police, fire, rescue squad, etc. This requirement does not apply to official police escorts, military convoys, and vehicles of other federal and state agencies. **NOTE: CERTIFIED ESCORT PERSONNEL ARE NOT PERMITTED TO STOP TRAFFIC ON HIGHWAYS UNDER THE JURISDICTION OF THE NEW YORK STATE THRUWAY.**

Special Hauling Permits are not issued to escort drivers, but every escort must comply with permit regulations pertaining to escort operations and this manual.

## VII. ESCORT VEHICLES

### 1. Size and Identification

#### a) Size

Escort vehicles shall have a minimum wheelbase of at least 100 inches unless otherwise authorized by the Department of Transportation.

Any vehicle used as an escort which is a 1997 or newer model year must have a minimum 100 inch wheelbase unless such vehicle is a utility vehicle approved by the Department of Transportation.

#### b) Identification

Each vehicle shall be identified by a proper insignia as mandated by the Department of Transportation. See Appendix B-2 for insignia, size and color.

There shall be two insignias per car, one on the driver's side door and one on the front passenger's side door. The insignia may be attached to the vehicle as a



magnetized sign, a peel and stick sign or be painted.

## **2. Mandatory Equipment**

Wherever escort vehicles are required, the following equipment is needed for each escort vehicle.

- a) The escort vehicle shall be in safe operating condition and capable of displaying signs and other warning devices as prescribed by Section V.(A) (pages 11-13) of this manual.
- b) All exterior vehicle lights must be turned on during escort operations.
- c) A two-way radio that meets Federal Communication Commission standards is required in each escort vehicle.
- d) A cellular telephone is required in either the escort vehicle or the permitted load vehicle.
- e) Three emergency triangles and/or flares.
- f) Three emergency flares for permitted night moves.
- g) A fluorescent orange vest with certified escort insignia on left chest of vest.
- h) A stop paddle.
- i) Two 18 inch by 18 inch red or fluorescent orange flags on staffs.
- j) A class 5BC or larger rated fire extinguisher.
- k) Every front escort shall have a measuring device attached to the vehicle when escorting a overheight load. If two front escorts are required, only one escort is required to have such a measuring device.

## **VIII. PROPER ESCORT PROCEDURES**

The driver of an overdimensional load is responsible for the overall movement of the load. Escort drivers should enhance the movement by properly performing their assigned duties. It is important to remember that the driver of an overdimensional load and the escort(s) function as a team. Each person must contribute their skills and complete attention to accomplishing the safe movement of the load. Constant alertness is necessary to anticipate and avoid problems.

At all times, comply with all rules and regulations of State and Federal Laws and the conditions of Special Hauling Permit.

Escort drivers have specific tasks to perform during each phase of the overdimensional load movement. A summary of the procedures that should be followed before, during, and after the movement is given below.

### **1. Before the Trip Begins**

When escort services are required, the operator of the overdimensional load and the escort driver(s) should arrange for an appropriate safe place to meet off the roadway and discuss various aspects of the move.

Specific items that must be covered include:

The escort driver(s) must review the permit with the operator of the overdimensional load for any special requirements or instructions.

The escort driver is responsible for ensuring that the permitted load has the proper signing, lighting, and special requirements as designated on the permit, prior to escorting. **IF THE PERMITTED LOAD IS NOT IN CONFORMANCE WITH THE PERMIT, THE ESCORT VEHICLE WILL NOT ESCORT UNTIL SUCH REQUIREMENTS ARE MET.**

The routing prescribed on the permit should be carefully reviewed to make sure the directions are understood by everyone involved with the move. It is essential that everyone clearly understand the routes that must be followed during the move.

The position of each escort vehicle(s), i.e., front escort, etc. should be determined.

Mandatory equipment required for the escort vehicle should be checked prior to beginning the move. The sign should be mounted and secured, the vehicle mirrors should be properly adjusted, and the vehicle lights should be turned on.

An appropriate two-way radio channel should be selected and a check made of each radio to assure clear communication.

Mobile telephones should be checked to ensure that they are operational and that no blocks have been placed on the phone which would prohibit their use for certain areas that the movement is required to travel through.

Each escort driver should check to be sure his driver's license and escort certification are in his possession at all times during the trip and available for inspection by appropriate authorities. The operator of the overdimensional load should also check to assure the escort drivers are certified.

## 2. During the Trip

Once the wide load movement begins the escort driver(s) and the load operator act as a team to ensure that safety of the traveling public is enhanced conducting proper escort activities are listed below.

### Traffic Laws

Escort drivers must obey all traffic laws and regulations.

### Maintain Proper Following Distance

Front and rear escort drivers should maintain a safe distance between their vehicles and the overdimensional load. Depending upon highway and traffic conditions, a distance of 1,000 feet is usually appropriate. In urban areas and at narrow bridges, shorter following distances are usually desirable. In rural areas on narrow winding roads, the front escort driver should maneuver his vehicle well ahead of the load in advance of narrow restrictions to warn oncoming traffic of the hazard. Also the rear escort driver should position his vehicle well behind the load in advance of roadway restrictions to warn motorists following the load.

### Traffic Signals

When traveling on a route where traffic signals control the movement of traffic, if the escort vehicle passes through the intersection and the load is required to stop for a red light, the escort driver should stop as soon as possible on the right-hand side of



the road and not resume travel until the load approaches at the required following distance.

The escort vehicle has no authority to control traffic at an intersection to allow the permitted load to traverse the intersection if the traffic signal is red. However if traffic has already been stopped to allow the permitted load to negotiate a turn and the traffic signal turns red, then the escort vehicle will continue to control traffic until the turning movement is complete. When the escort driver following the overdimensional load is required to stop at a traffic light when the load has passed through the intersection, the load operator should proceed with the move as planned and the rear escort driver should proceed to resume a normal following distance as soon as the driver can proceed through the intersection. The escort drivers must be alert and avoid sudden stops at signals.

#### Emergency Flashers

When stopped or slowing at a traffic hazard or when traveling at a speed of less than 40 miles per hour, the escort driver should use the vehicle turn signal emergency flashers. The flashers should not be used when operations are at or exceed 40 miles per hour.

#### Warning Lights

All warning lights for both the escort and permitted load shall be on and operational whenever the permitted vehicle is traveling on the highway system. Warning lights shall not be used for regular vehicular operation.

#### Two-way Radio Communication

Each escort driver and the overdimensional load operator are required to maintain radio communication. The escort operators are responsible for advising the load operator of any condition that may require precautionary action such as reducing speed or pulling off the roadway. Escort drivers should use the radio to inform the overdimensional driver of obstructions, pedestrians, and other problems that require advance warning. Appropriate Federal Communication Commission procedures should be followed during all transmissions. Special attention should be given to maintaining radio contact in mountainous areas by reducing following distances if necessary.

#### Reducing Traffic Buildup

When traffic following the unit exceeds six vehicles or when traffic is detained for more than ten minutes, the escort driver(s) should assist the overdimensional load driver to find a suitable location where the load and the escort vehicles can be completely removed from the roadway to allow traffic to pass.

#### Passing

Unless roadway hazards exist, the driver of the rear escort vehicle should not prevent motorists from passing the overdimensional load. The escort driver should inform the load operator that a motorist is attempting to pass so appropriate precautions can be taken. Advance warning is especially important when large trucks pass the load. On narrow roads or when hazards exist the rear escort driver should discourage passing by maneuvering his vehicle near the centerline of the road. When it is necessary for the load to pass other vehicles, the rear escort driver should clearly signal an intention to pass and move into the passing lane well before the load driver initiates the maneuver. The rear escort driver should stay in the passing lane until the load completes the pass.

### Inclement Weather and Mechanical Breakdown

During periods of unforeseen inclement weather and when mechanical, physical or other problems occur, the escort drivers should assist the load operator in locating a safe place to remove the load from the roadway until operations can again be initiated.

### Narrow Structures

In some cases, including but not limited to narrow structures or obstructions near the road where sight distances are limited, one or more escort drivers should warn

approaching and/or oncoming traffic of the presence of the overdimensional load. The escort driver(s) should proceed to a point where the sight distance is adequate and use flags, the two-way radio or other methods to warn traffic. The escort vehicle should, however, be close enough to the load to be readily identified with the movement.

### Stopping Traffic

When an overdimensional load is routed upon any highway which is too narrow for two-way travel at all points, the front escort vehicle or a flagman shall advance to a point where two-way traffic can be maintained, and warn oncoming traffic to stop at that location. When the load reaches the location where traffic is stopped, the overdimensional load shall halt and allow traffic to clear from both directions, with assistance being given by the flagman. The front escort vehicle or flagman shall then advance to the next point to warn traffic to stop. Traffic shall not be detained for more than ten (10) minutes. When flagging or stopping traffic is required, proper flagging requirements and methods outlined below should be followed.

### **3. After the Trip is Completed**

When the escort operation is completed, the driver should turn off all exterior lights, amber flashing lights, and must remove or cover the overdimensional load sign.

### **4. Methods of Flagging Traffic**

#### Duties and Responsibilities

The flagman is responsible for safeguarding traffic and the overdimensional load by warning motorists of danger ahead and guiding them safely through an area always utilizing required equipment.

#### Flagging Devices

##### a) Flag

The flag should be red or fluorescent orange, not less than 18" x 18" on a staff at least 36" long and should be weighted at the bottom with a 3/16 " rod, or some other adequate weight.

##### b) Sign Paddle

The sign paddle should be at least 18" wide with 6" letters.

#### Where to Stand

a) Flagmen should be located far enough in advance of a problems area so that



approaching traffic will have sufficient distance to reduce speed and come to a stop. Depending upon approach, speed, and physical conditions at the site, a distance of 200 to 300 feet is usually desirable; however, in urban areas where speeds are low and streets are closely spaced, a shorter distance is sometimes desirable.

- b) Stand facing traffic on the edge of the shoulder of the road just outside of the traffic lane.
- c) Always stand where you can see and be seen by approaching traffic.

#### How to Warn Traffic to Stop

- a) Stand facing traffic but keep out of traffic lane.
- b) To warn traffic to stop, hold the flagstaff in a horizontal position in the path of the vehicle. The free arm should be raised with palm of the hand toward approaching traffic.
- c) If time permits, drivers may be informed concerning the reason for the delay. (Be courteous. Be brief. Use, for example: "Overdimensional load is being moved through this area.")

#### How to Move Traffic

- a) When signaling traffic to move ahead, lower the flag behind you and signal with the free hand, using a sweeping motion in the direction traffic is to move.
- b) Never use a flag or paddle to signal traffic to move ahead.

#### How to Slow Traffic

To slow traffic - but not stop it - extend flag into traffic lane. The flag must be lowered before traffic is completely stopped.

#### Never Wave Flag

- a) Signals must be clear and distinct.
- b) Don't make drivers guess what they should do.
- c) Never wave your flag, either to stop or slow traffic or to inform motorists to proceed.

#### Special Requirements

From time to time, the movement of overdimensional loads necessitates that special escort procedures be followed. These special requirements are noted on the hauling permit. The driver of the load will call any special conditions to the attention of the escort drivers and advise them of any action necessary to enhance the safe movement of the load.

## **IX. DON'TS OF ESCORT DRIVING**

1. If your operator's license or privilege to drive in New York State is revoked or suspended or you fail to pass the escort driver's examination, or your escort driver's certification has expired, you are not permitted to escort overdimensional loads.
2. Do not assume police powers or operate your vehicle as an emergency vehicle while escorting overdimensional loads.

3. **Never stop in the roadway. If emergency stopping is necessary, pull off the roadway and employ appropriate warning devices such as flags, flares, or reflectors.**
4. **Do not use the emergency flashing turn signals when escort operations are at or exceed 40 miles per hour.**
5. **Do not drive the escort vehicle with the sign displayed after the overdimensional load movement has been completed.**
6. **Never run traffic lights, stop signs, cross the double solid yellow centerline, run motorists off the road, or commit any other violation of the state traffic code.**

## **X. EMERGENCIES**

### **1. Procedures in case of an accident involving the Overdimensional Load or Escort Vehicles:**

- a) **Help prevent a second accident by pulling off the road as completely as possible.**
- b) **Turn on your flashers.**
- c) **Warn approaching traffic of the problem.**
- d) **Get help, use the cellular phone to dial 911 for police and ambulance. If you are in an area where no cellular phone connection is available, ask the next person who stops to phone for police and ambulance. Use the two-way radio but do not rely on it as a sole means of requesting aid.**
- e) **To reduce fire hazard, turn off ignition of wrecked vehicles. Keep smokers away.**
- f) **Don't move the injured unless they're in a burning car or other immediate danger. Unnecessary moving often complicates injuries.**
- g) **Search area for victims thrown from vehicle and hidden in the underbrush.**
- h) **When trained personnel arrive (rescue squad, police, fire, etc. ) give a brief summary of what you've done and ask if you can be of further assistance, but do not interfere with their efforts to care of the injured.**

### **2. Reporting an Accident**

**Report to police authorities as quickly as possible any accident::**

- a) **in which a person is killed or injured, or**
- b) **in which a vehicle or other property is damaged, if damage is in excess of \$1,000.**

**When all involved parties are able, an exchange of information is necessary so that you may make a complete and detailed report of the accident. Get the following information.**

- a) **Name of the other driver or drivers**
- b) **Address of the other driver or drivers**
- c) **The name address and policy number of the insurance company(ies) of the owner(s) of the vehicle(s) involved (the police will need some insurance information at the scene of the accident. Carry insurance information when driving.)**

Drivers of escort vehicles or associated commercial vehicles involved in an accident anywhere within the boundaries of this State in which any person is killed or injured, or in which damage to the property of any one person, including himself, in excess of \$1,000 is sustained, shall within ten days report the matter in writing to the Commissioner of Motor Vehicles by filing an MV104 form as required under Section 605 of the New York State Vehicle and Traffic Law.

Make a reasonable effort to find the owner or caretaker of an unattended vehicle or other unattended property that may be damaged. If you cannot locate the owner or caretaker, you must leave a note that can easily be found at the scene of the accident. This information should include the driver's name, address, driver's license number, license plate number, date and time of accident, and an estimate of the property damage. In addition, report the accident in writing within twenty-four (24) hours to the Superintendent of State Police, or the Chief of Police if the accident has occurred in a city or town.

Any reportable accident must also be reported to the appropriate permitting authority.

Accident Report Forms may be picked up at any Department of Motor Vehicles Office, the Department of State Police, local police departments, sheriffs, or insurance company offices. Failure to file required reports may result in the loss of your driver's license and vehicle registration and will result in sanctions on your ability to obtain future permits.

## **IX. STUDY QUESTIONS**

The following questions are not necessarily the questions that will be given on the Escort Driver's Test. The questions are designed to aid in studying the materials in this manual.

1. Under what conditions are you required to become a certified escort driver? See page 4.
2. Name at least three reasons for requiring the certification of escort drivers? See page 4.
3. Is it necessary to have a valid New York State driver's license when applying for certification as an escort driver? See page 5.
4. Are you permitted to use the manual or other notes when taking the certification test? See page 5.
5. What information do you need to apply for an Escort Driver's Certificate? See page 5.
6. When you change your address or your name, whom should you notify concerning your Escort Certificate? See page 6.
7. Are you required to take another test when you apply for a renewal of your Escort Certificate? See page 7.
8. Name two conditions which may lead to the revocation or suspension of your Escort Certificate? See page 7.
9. As an escort driver you are required to obey some, but not all of the road markings, signs, and signals? See page 8.
10. Why is defensive driving important to escort drivers? See page 8 and 9.
11. Are special hauling permits issued to overdimensional load operators and to every escort driver involved in the movement of the overdimensional load? See pages 9 and 10.



12. **Overdimensional loads with a width exceeding 12 feet may be transported on Saturday mornings between the hours of 9:00 AM and noon? See page 10.**
13. **Are escort drivers required to display on their vehicles red flags 18-inches square and in good condition? See page 11.**
14. **When are flags required on a Permitted Vehicle ? See page 11.**
15. **Whenever a flag person directs traffic, what article of clothing must be worn? See page 11.**
16. **What size sign should be on the Escort Vehicle ? See page 13.**
17. **What size sign should be on the Permitted Vehicle ? See page 13.**
18. **Is it permissible to use revolving, flashing yellow lights on top of the escort vehicle to attract motorists' attention? See page 16 and 17.**
19. **What equipment is mandatory on an escort vehicle? See page 22 and 23.**
20. **Name three items that must be checked before beginning an overdimensional movement? See page 23.**
21. **Name three major responsibilities of escort drivers? See pages 23 and 24.**
22. **Is it permissible to use emergency flashing turn signals during escort operations if the average speed of the movement is 45 miles per hour? See page 24.**
23. **Is the front escort operator required to be in touch with the overdimensional load operator by two-way radio communication? See page 25.**
24. **Do escort drivers have police powers to control and direct traffic during the movement of overdimensional loads? See pages 25 and 26.**
25. **Should the escort driver ever permit a motorist to overtake and pass an overdimensional load on a narrow road? See page 25.**
26. **Outline the proper method of flagging. See pages 26 and 27.**
27. **Under what conditions is it necessary to report a traffic accident? See page 28.**
28. **What procedures should be followed in case you are involved in an accident which occurs during the movement of an overdimensional load? See page 28 and 29.**

# APPENDIX A-1 WARNING FLAG REQUIREMENTS.

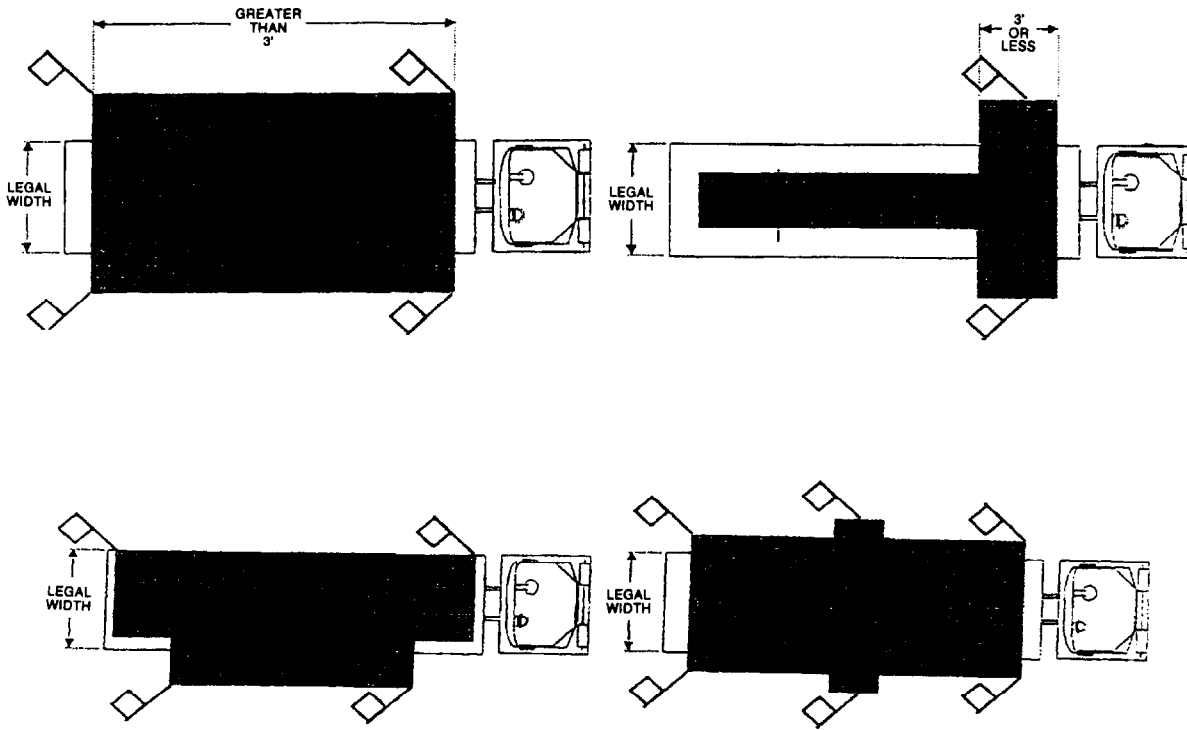


Figure A-1 Required warning flags on overwidth loads.

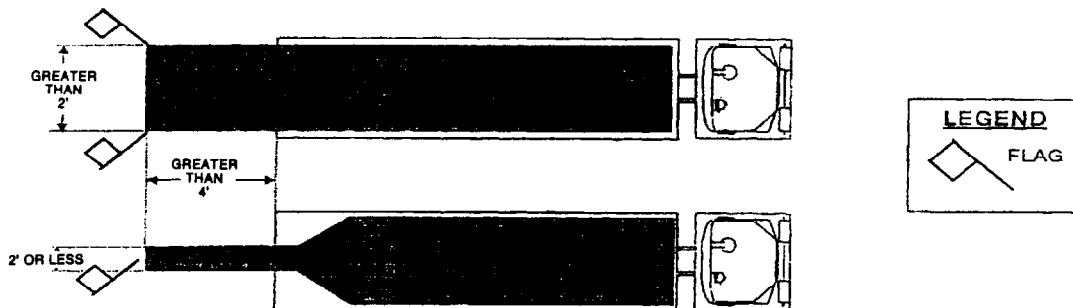


Figure A-2 Required warning flags on overlength load or loads with a rear overhang of more than four (4) feet.

## APPENDIX A-2

### WARNING LIGHT REQUIREMENTS FOR NIGHT MOVES

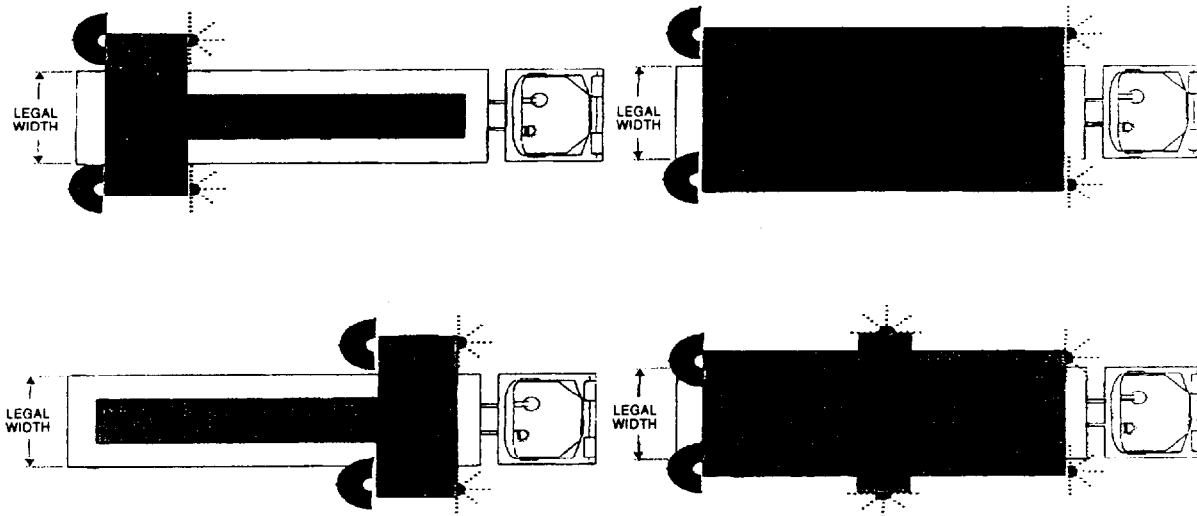


Figure A-3 Required warning lights on overwidth loads.

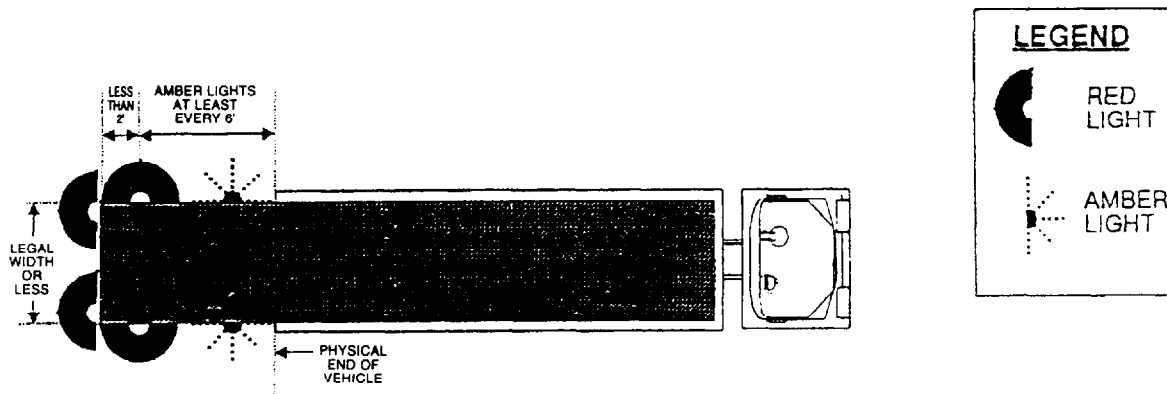


Figure A-4 Required lights on overlength load or loads with a rear end overhang of more than four(4) feet.



## APPENDIX A-3

### SIGN LOCATION FOR PERMITTED VEHICLES

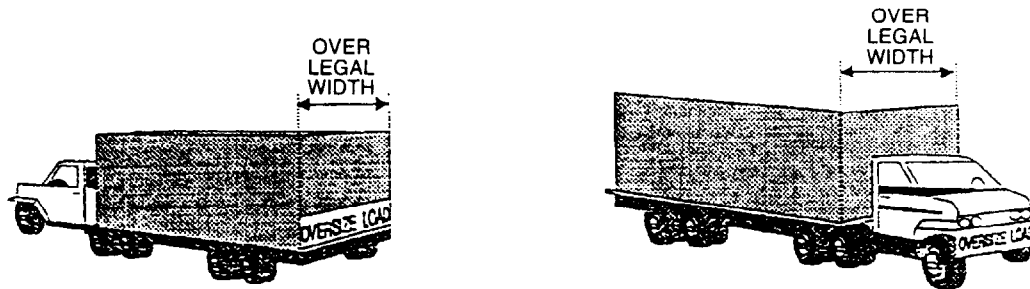


Figure A-5 Warning signs on vehicle or load overwidth

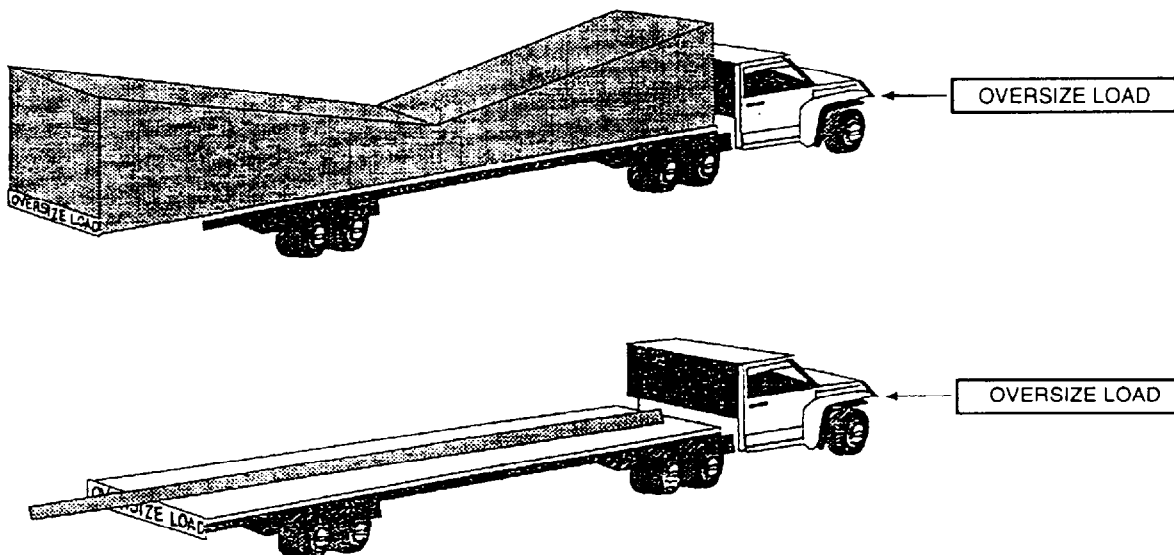


Figure A-6 Warning signs on loads overlength or with rear end overhang.

**APPENDIX B-1  
VEST PATCH**

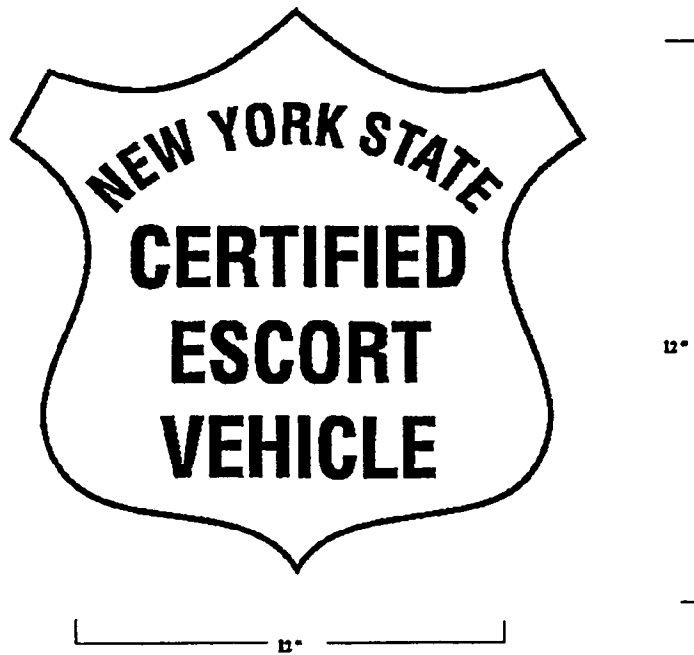


**PANTONE REFLEX BLUE  
PANTONE YELLOW**





**APPENDIX B-2  
ESCORT VEHICLE INSIGNIA**



**PANTONE REFLEX BLUE  
PANTONE YELLOW**

**APPENDIX C**  
**NEW YORK STATE DEPARTMENT OF MOTOR VEHICLES**  
**TESTING OFFICE LOCATIONS**

**UPSTATE REGION**

Albany Office  
224-260 South Pearl Street  
Albany, NY 12228

Cattaraugus County  
303 Court Street  
Little Valley, NY 14755

Chautauqua County  
- 110 East Fourth Street  
Jamestown, NY 14701

- 7 North Erie Street  
Mayville, NY 14757

- 15 Lucas Avenue  
Dunkirk, NY 14063

Franklin County Office  
63 West Main Street  
Malone, NY 12953

Jefferson County Office  
175 Arsenal Street  
Watertown, NY 13601

Montgomery County Office  
New County Office Building  
Fonda, NY 12068

North Syracuse Office  
5801 E. Taft Road  
North Syracuse, NY 13212

Oneida County Office  
1249 Erie Blvd. West  
Rome, NY 13440

Peekskill Office  
1045 Park Street  
Peekskill, NY 10566

Rochester Office  
228 Main Street East  
Suite 200 - 2nd Floor  
Rochester, NY 14604-2194

Saratoga County Office  
40 McMaster Street  
Ballston Spa, NY 12020

Schoharie County Office  
Main Street  
Schoharie, NY 12157

Schuyler County  
105 Ninth Street  
Watkins Glen, NY 14891

Sullivan County Office  
100 North Street  
Monticello, NY 12701

Syracuse Office  
620 Erie Blvd. West  
Syracuse, NY 13204

Washington County Office  
383 Upper Broadway  
Fort Edward, NY 12828

West Haverstraw Office  
50 Samsondale Plaza  
West Haverstraw, NY 10993

Yonkers Office  
One Larkin Plaza  
Yonkers, NY 10701

**LONG ISLAND REGION**

Amityville Office  
Broadway, Route 110  
Amityville, NY 11701

Garden City Office  
801 Axinn Avenue  
Garden City, NY 11530

Hauppauge Office  
NYS Office Bldg.  
Veterans Memorial Highway  
Hauppauge, NY 11788

Hicksville Office  
415 So. Broadway, Route 107  
Hicksville, NY 11801

Huntington Office  
266 Pulaski Road  
Greenlawn, NY 11740

Medford Office  
2799 Route 112  
Medford, NY 11753

Riverhead Office  
Route 58  
Riverhead, NY 11901

**METROPOLITAN AREA**

Bronx Office  
2265 E. Tremont Avenue  
Bronx, NY 10462

Brooklyn Office (downtown)  
481 Hudson Avenue  
Brooklyn, NY 11201

College Point Office  
30-56 Whitestone Expwy  
Flushing, NY 11354-1946

Coney Island Office  
2875 W. 8th Street  
Brooklyn, NY 11224

Harlem Office  
2110 Adam Clayton Powell Jr. Bl  
(Corner West 126th Street)  
New York, NY 10027

New York Office  
141-155 Worth Street  
New York, NY 10013

Richmond Office  
2795 Richmond Avenue  
Staten Island, NY 10314

Springfield Gardens Office  
168-35 Rockaway Blvd.  
Jamaica, NY 11434-5233

The Escort Test will be offered at additional locations in the future.  
If you want to know if it is being given at a DMV office closer to you, call 518-486-9748.





**APPENDIX D-1  
STATE JURISDICTIONAL  
NAMES AND ADDRESS**

**New York State Department of  
Motor Vehicles  
Bus and Vehicle Escort Driver  
Certification Unit  
Empire State Plaza  
Albany, NY 12228**

**New York State Department of  
Transportation  
1220 Washington Avenue  
Building #5, Room 311  
Albany, NY 12232**

**New York State Police  
Traffic Services Division  
Building #22, State Campus  
Albany, NY 12226**

**New York State Thruway  
Authority  
Office of Traffic Management  
Attn: Special Hauling Permit Unit  
200 Southern Blvd.  
Albany, NY 12201-0189**

**APPENDIX D-2**  
**BRIDGE AUTHORITY JURISDICTIONAL NAMES AND**  
**TELEPHONE NUMBERS**

Bear Mountain Bridge  
U.S. Route 6 and State Route 202  
Westchester County  
(914) 446-4721

Kingston Rhinecliff Bridge  
State Route 199  
Ulster County  
(914) 336-8181

Lewiston Bridge  
Interstate Route 190  
Niagara County  
(716) 282-4314

Mid Hudson Bridge  
U.S. Route 44 and State Route 55  
Ulster County  
Posted 50 Ton  
(914) 691-7221

Newburgh Beacon Bridge  
Interstate Route 84  
Orange County  
(914) 831-3700

Ogdensburg Bridge and Port Authority  
Ogdensburg, NY  
St. Lawrence County  
(315) 393-4080

Peace Bridge  
Interstate Route 190  
Erie County  
(716) 884-6744

Rip Van Winkle Bridge  
State Route 23  
Green County  
(518) 943-2360

Rouses Point Bridge  
State Route 11  
Clinton County  
(802) 828-2070

Seaway International Bridge  
State Route 37  
Between Massena & Cornwall Island  
St. Lawrence County  
(613) 932-6601

Thousand Island Bridge Authority  
Interstate Route 81  
Jefferson County  
(315) 482-2501

**APPENDIX D-3  
LISTING OF TELEPHONE NUMBERS FOR  
NEW YORK STATE**

**NEW YORK STATE DEPARTMENT OF TRANSPORTATION**

|  |                |
|--|----------------|
| DIVISIBLE LOAD, SPECIAL HAULING & HIGHWAY WORK PERMITS | (518) 457-1155 |
| TRUCK INSPECTION PROGRAM (LOG BOOKS, ETC.)             | (518) 457-3406 |
| BUS SAFETY SECTION                                     | (518) 457-1010 |
| DOUBLE BOTTOM TRUCKS - QUALIFYING & ACCESS HIGHWAYS    | (518) 457-7436 |
| CARRIER CERTIFICATION (CAB CARDS, DOT NUMBERS)         | (518) 457-1017 |

**NEW YORK STATE DEPARTMENT OF MOTOR VEHICLES**

|  |                |
|--|----------------|
| BUS AND VEHICLE ESCORT DRIVER CERTIFICATION UNIT | (518) 473-9457 |
| INTERNATIONAL REGISTRATION BUREAU (IRP)          | (518) 473-5834 |

**NEW YORK STATE THRUWAY**

|                             |                |
|-----------------------------|----------------|
| SPECIAL HAULING PERMIT UNIT | (518) 436-2793 |
|-----------------------------|----------------|

**NEW YORK STATE POLICE**

|  |                |
|--|----------------|
| TRAFFIC DIVISION, HEADQUARTERS, ALBANY | (518) 457-3258 |
|--|----------------|

**NEW YORK TAX & FINANCE**

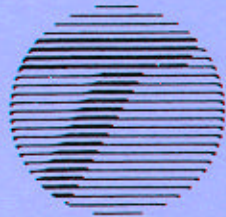
|                                |                |
|--------------------------------|----------------|
| HIGHWAY USE TAX UNIT (HUT/TMT) | (800) 972-1233 |
|--------------------------------|----------------|

**NEW YORK CITY DEPARTMENT OF TRANSPORTATION**

|             |                |
|-------------|----------------|
| PERMIT UNIT | (718) 433-3100 |
|-------------|----------------|

**U.S. DEPARTMENT OF TRANSPORTATION**

|                                  |                         |
|----------------------------------|-------------------------|
| OFFICE OF MOTOR CARRIERS, ALBANY | (518) 431-4145          |
| REGULATORY SERVICE, DRUG TESTING | (518) 431-4145          |
| HAZARDOUS MATERIALS              | (518) 431-4224 Ext. 259 |



New York State Department of Transportation



New York State Police



New York State Thruway Authority



New York State Department of Motor Vehicles

