

Administrative Procedures

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Oversize/Overweight Moves

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Change Summary

Description of Change

Annual review. Editorial changes to Section 4.0 Instructions.

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1.0 PURPOSE

This procedure implements measures to promote safety and protect Hanford Site infrastructure above and beyond requirements derived from Washington State Commercial Vehicle Guide M 30-39.03 and the Washington Administrative Code (WAC) 468-38, "Vehicle Size and Weight – highway restrictions – equipment."

2.0 SCOPE

This Level 1 procedure specifies requirements and responsibilities for One Hanford Contractor Employees who plan, authorize, or pilot/escort oversize/overweight loads within the confines of the gated access points on the Hanford Site.

Any travel outside the confines of the gated access points of the Hanford Site must adhere to specific municipal or state requirements. Transport of extra-legal equipment offsite must adhere to WAC Chapter 468-38 and obtain a special motor vehicle permit from Washington State Department of Transportation or local authority.

Oversize/Overweight loads shall have pilot/escort vehicles or be separated from public traffic. This equipment is subject to authorization requirements regarding pilot/escort vehicles, special markings, time of day, day of week, and/or the specific route.

See [Appendix A](#) for requirements.

3.0 RESPONSIBILITIES

3.1 Requestor

The Requestor of authorization of an oversize/overweight load is responsible for:

- Measuring loads and determining load authorization applicability.
- Submitting service requests (KSR) for oversize/overweight loads as required by this procedure.
- Making notifications and clarifying travel times with the Traffic Engineer.
- Verifying required safety equipment is on the vehicle.
- Ensuring pilot/escort and temperature requirements are met.

3.2 Hanford Contractor Driver

The Hanford Contractor Driver of an oversize/overweight load is responsible for:

- Measuring loads and determining load authorization applicability.
- Clarifying travel times with the Traffic Engineer.
- Verifying required safety equipment is on the vehicle
- Ensuring pilot/escort and temperature requirements are met.
- Carrying completed oversize/overweight authorization.

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3.3 Traffic Engineer

The Traffic Engineer, or designee, is responsible for reviewing and approving requests for oversize/overweight moves and providing the load authorization to the requestor.

4.0 INSTRUCTIONS

4.1 Hanford Site Oversize/Overweight Load Authorization

Actionee	Step #	Action
Requestor/Driver	1.	MEASURE or estimate load height and if actual or expected height exceeds 14' (feet) submit an Electrical Utilities Line Height Measurement KSR. <i>NOTE: Line measurement KSR will be needed to complete load authorization paperwork.</i>
Requestor/Driver	2.	MEASURE load and compare results with oversize/overweight requirements as defined in this procedure as follows: <u>IF</u> truck trailer or load measures greater than 8'6" wide or greater than 14' high, and does NOT exceed overhang, length, or weight requirements as defined in this procedure, <u>THEN</u> continue to step 3. <i>NOTE: Load authorization not required for situations where above conditions are not met.</i>
Requestor	3.	RECORD load measurements on work/load authorization for official reference.
Requestor	4.	SUBMIT an oversize/overweight load authorization KSR.
Traffic Engineer	5.	REVIEW and APPROVE KSR (Over height loads will require completed line height measurement KSR).
Requestor	6.	MAKE required notifications when using a pilot/escort vehicle.
Driver	7.	CARRY the current, and approved, load authorization and work authorization in the vehicle.
Requestor/Driver	8.	CLARIFY travel times with Traffic Engineer within 48-hours of shipment.

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Actionee	Step #	Action
Requestor/Driver	9.	VERIFY required safety equipment for the oversize/overweight load is on the vehicle.
Traffic Engineer	10.	PROVIDE load authorization to the requestor.

4.2 Pilot/Escort Requirements

The following criteria determine the number of required pilot/escort vehicles:

Table 1. Washington State Requirements

Washington State Requirements	Front Vehicle	Back Vehicle
Vehicle(s) or load over 11 feet wide, two-lane road	X	X
Vehicle(s) or load over 14 feet wide, multi-lane highways		X
Vehicle(s) or load is over 20 feet wide, multi-lane undivided highways	X	X
Overall length of load exceeds 105 feet, two-lane highway, tractor trailer combination		X
Rear overhang of the load (measured from the last axle) exceeds 1/3 of the total length, two-lane highway, tractor trailer combination		X
When rear overhang on a single unit vehicle exceeds 20 feet on a two-lane road		X
Overall length of the load exceeds 125 feet, multi-lane highway, tractor trailer combination		X
Front overhang of a load measured from the center of the front steer axle exceeds 20 feet, two-lane highway	X	
Loads in excess of 14 feet 6 inches high shall be escorted by a pilot car with height pole	X	
Manufactured homes that exceed 15 feet in height shall be accompanied by a P/E vehicle, with a height pole	X	

Actionee	Step #	Action
Requestor/ Traffic Engineer/Supervisor	1.	DETERMINE if pilot/escort is required.
Requestor/ Driver	2.	FOLLOW pre-trip procedures.
Requestor/Supervisor	3.	VERIFY Driver has current Washington State Pilot/Escort Vehicle Operator certification.

NOTE: Employees may print off this document for reference purposes but are responsible to check HMIS Procedure System to ensure the most current version is used to prevent unintended use of obsolete versions.

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Actionee	Step #	Action
Requestor/ Driver	4.	MEET pilot/escort vehicle requirements.

4.3 Temperature Requirements

Avoid transporting any oversize/overweight loads during periods where the mean pavement temperature exceeds 100° F. If maximum air temperature reaches, or exceeds, 100° F for five consecutive days before transport then delay, move or transport only between the hours of 10:00 pm and 10:00 am. If the temperature is less than 100° F during one or more of the previous five days, transport may proceed at time authorized by the Traffic Engineer.

5.0 RECORD IDENTIFICATION

All records are generated, processed, and maintained in accordance with HMIS-PRO-RM-10588, *Records Management Processes*, or HMIS-PRO-RM-32281, *Electronic Records Management*, as applicable.

Table 2. Records Capture Table

Name of Record	Submittal Responsibility	Retention Responsibility
Oversize Load Authorization KSR	Initiator	Initiator/IDMS

6.0 SOURCES

6.1 Source Requirements

ANSI/ISEA 107-1999, *The American National Standard for High-Visibility Safety Apparel*

[WAC 468-38-050: "Special permits for extra-legal loads"](#)

[WAC 468-38-100: "Pilot/escort vehicle and operator requirements"](#)

[WAC 468-38-155: "Safety equipment for special permit moves"](#)

[RCW 46.37.200: "Stop lamps and electric turn signals displayed"](#)

[RCW 46.37.400: "Mirrors, backup devices"](#)

[RCW 46.44 RCW: "Size, weight, load"](#)

[RCW 46.44.090: "Special permits for oversize or overweight movements"](#)

[Washington State Commercial Vehicle Guide \(M 30-39.03\)](#)

Hanford Sitewide Transportation Safety Document, DOE-RL-2001-36.

[HMIS-RD-WP-9237, Motor Vehicle Safety](#)

6.2 References

Evergreen Safety Council, *Certified Pilot/Escort Vehicle Operator Handbook*
[HMIS-PRO-WP-10648, *First Aid and Automated External Defibrillators, Appendix C*](#)
HMIS-PRO-RM-10588, *Records Management Processes*
HMIS-PRO-RM-32281, *Electronic Records Management*
EU-PRO-OP-62240, *Electrical Utilities Line Height Measurement and Site Visit Process*

Appendix A. Requirements

This procedure implements requirements necessary to protect the traveling public from any oversize/overweight loads moved upon or along a highway.

NOTE: Under the requirement “type” column, “V” means verbatim and “I” means interpreted.

#	Requirement	Type V or I	Source
1.	A load authorization is for non-divisible transport loads only. Reduce any part of the load that you can.	I	WAC 468-38-050
2.	<p>Oversize/Overweight load authorization is required when (see Appendix B):</p> <ul style="list-style-type: none"> • Legal maximum width of a vehicle or load is 8 feet 6 inches. Vehicles or loads wider than this require an oversize/overweight load authorization. • Legal maximum height is 14 feet. Vehicles or loads higher than this requires an oversize/overweight load authorization. • Legal Overhangs: <ul style="list-style-type: none"> – Front overhang is 3 feet from the front of the normal bumper line. – Rear overhang is 15 feet measured from the center of the last axle. • Legal Weights: <ul style="list-style-type: none"> – Gross Vehicle Weight (GVW) is comprised of an overlapping set of three criteria: tire size, axle weight, and the weight table. The lesser value of any one of these criteria governs the weight of any axle or axle group. 	I	RCW 46.44.090
3.	<p>The following safety equipment is required for oversize/overweight vehicles or loads:</p> <p>a. Flags.</p>	I	WAC 468-38-155, RCW 46.37.200, RCW 46.37.400

	<ol style="list-style-type: none"> 1) Display flags on four corners of all over-width loads and the extreme ends of all protrusions, projections, or overhangs. 2) Flags must be able to wave freely. 3) All flags used to identify the extremities of a load must be clean, bright red, and at least twelve inches square. 4) Fasten a white flag or cloth to the approximate middle of the span when the distance between the towed, and towing, vehicles exceed 15 feet. <p>b. Lights.</p> <p>Vehicles, whether factory direct or custom built, used in the transport of extra-legal loads must be equipped with brake lights and turn signals as required by Revised Code of Washington (RCW) 46.37.200.</p> <p>c. Rear-view mirrors.</p> <ol style="list-style-type: none"> 1. Mount rear-view mirrors in compliance with RCW 46.37.400. 2. Use pilot/escort vehicles in lieu of the two hundred-foot rear sight/distance requirement in RCW 46.37.400. <p>d. Signs.</p> <ol style="list-style-type: none"> 1. An "OVERSIZE/OVERWEIGHT LOAD" sign mounted in the front of the towing vehicle at a height of 5 feet from ground level. If the towing vehicle cannot accommodate the 5-foot height, place the sign as high as practical on the vehicle or load. 2. An "OVERSIZE/OVERWEIGHT LOAD" sign mounted on the rear of the vehicle, or towed vehicle if in combination, at a height of 5 to 7 feet from ground level. If the towed vehicle cannot accommodate the 5- to 7-foot height for the sign, place the sign as high as practical on the vehicle or load. 		
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	<p>3. Display signs only during transit and remove, or retract them at all other times.</p> <p>4. An "OVERSIZE/OVERWEIGHT LOAD" sign must be at least seven feet wide and 18 inches high with black lettering at least 10 inches high in 1.41-inch brush stroke on yellow background.</p>		
<p>4.</p>	<p>A pilot/escort vehicle must accompany an extra-legal load when:</p> <ul style="list-style-type: none"> • The vehicle or load is over 11 feet wide. Two pilot/escort vehicles are required on two lane roads, one in front and one in back. • The vehicle or load is over 14 feet wide. One pilot/escort vehicle is required at the rear of the movement on multilane highways. • The vehicle or load is over 20 feet wide. Two pilot/escort vehicles are required on multilane undivided highways, one in front and one in back. • The trailer length of a tractor/trailer combination, including load, exceeds 105 feet. Or, the rear overhang of a load measured from the center of the rear axle exceeds one-third of the trailer length plus load of a tractor or truck-trailer combination. One pilot/escort vehicle is required at the rear of the movement on two-lane highways. • The trailer length of a tractor/trailer combination, including load, exceeds 125 feet. One pilot/escort vehicle is required at the rear of the movement on multilane highways. • The front overhang of a load measured from the center of the front steer axle exceeds twenty feet. One pilot/escort vehicle is required at the front on all two-lane highways. • The rear overhang of a load on a single unit vehicle, measured from the center of the rear axle, exceeds twenty feet. One pilot/escort vehicle is required at the rear of the movement on two-lane highways. 	<p>I</p>	<p>WAC 468-38-100</p>

	<ul style="list-style-type: none"> • The height of the vehicle(s) or load exceeds 14 feet 6 inches. One pilot/escort vehicle with height measuring device (pole) is required at the front of the movement. • The operator, using rearview mirrors, cannot see 200 feet to the rear of the vehicle or vehicle combination. 		
<p>5.</p>	<p>Pilot/escort vehicle requirements:</p> <p>The vehicle shall:</p> <ol style="list-style-type: none"> a) Be either a single unit passenger car, including passenger van, or a two-axle truck b) Not exceed a maximum gross vehicle weight rating of 14,000 pounds c) Have a body width of at least 60 inches but no greater than 102 inches d) Not exceed the legal limits of size and weight, as defined in chapter 46.44 RCW, and e) Be equipped with outside rear-view mirrors, located on each side of the vehicle. f) Position a minimum of two flashing or rotating amber (yellow) lights, above the roofline, visible from a minimum of 500 feet to approaching traffic from the front or rear of the vehicle. Light bars, with appropriately colored lights, meeting the visibility minimums are acceptable. The pilot/escort will only activate the lights while escorting an extra-legal vehicle, or when used as traffic warning devices while stopped at the side of the road taking height measurements during the pre-running of a planned route. Activate the vehicle's headlights while escorting an extra-legal vehicle. g) A sign reading "OVERSIZE/OVERWEIGHT LOAD," measuring at least 5 feet wide, 10 inches high with black lettering at least 8 inches high in a 1-inch brush stroke on yellow background. Mount the sign over the roof of the vehicle and display it only while performing as the pilot/escort of an extra-legal load. 	<p>I</p>	<p>ANSI/ISEA 107-1999, WAC 468-38-100, RCW 46.44</p>

	<p>Remove, retract, or otherwise cover the sign when the vehicle is not performing as a pilot/escort.</p> <ul style="list-style-type: none"> h) A two-way radio communications system capable of providing reliable two-way voice communications, at all times, between the operators of the pilot/escort vehicle(s) and the extra-legal vehicle(s). A hands free communications system is recommended. i) A standard eighteen-inch STOP AND SLOW paddle sign. j) Three bi-directional emergency reflective triangles. k) A minimum of one 5-pound B, C fire extinguisher, or equivalent. l) Wear a high visibility safety garment designed according to Class 2 specifications in ANSI/ISEA 107-1999, <i>American National Standard for High Visibility Safety Apparel</i>, when performing pilot/escort duties outside of the vehicle. The acceptable high visibility colors are fluorescent yellow-green, fluorescent orange-red or fluorescent red. m) Wear a highly visible colored hard hat when performing pilot/escort duties outside of the vehicle. n) First-aid supplies. Find a list of recommended supplies in HMIS-PRO-WP-10648, First Aid and Automated External Defibrillators, Appendix C o) A flashlight in good working order with red nose cone. Additional batteries should also be on hand. p) A pilot/escort vehicle may not contain passengers, human or animal, except for a necessary flag person. A certified pilot/escort vehicle operator (PEVO) can perform flagging duties in emergency situations until a certified flagger arrives, or Patrol is on site. q) Pilot/escort vehicle may carry other items, equipment, or load, as long as the items, equipment or load is properly secured: Provided, no equipment or load may be carried in or on the pilot/escort vehicle that: 		
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	<ol style="list-style-type: none"> 1. Exceeds the height, length, or width of the pilot/escort vehicle, or overhangs the vehicle, or otherwise impairs its immediate recognition as a pilot/escort vehicle by the traveling public; 2. Obstructs the view of the flashing or rotating amber lights, or "OVERSIZE/OVERWEIGHT LOAD" sign on the vehicle; <ol style="list-style-type: none"> a. Causes safety risks; or b. Impairs the performance by the operator or the pilot/escort vehicle of the duties required by these rules. r) Pilot/escort vehicle can only escort one extra-legal load at a time. s) Use a height-measuring device when escorting extra-legal loads in excess of 14 feet 6 inches high, unless an alternative authorization on the load authorization (e.g., Electrical Utilities runs the travel route and it is noted on the load authorization). The height pole must extend between 3 and 6 inches above the maximum height of the extra-legal vehicle, or load, to compensate for the effect of wind and motion. Remove, tie down, or otherwise reduce, the height pole when not in the act of escorting an extra-legal move, or pre-running a route to determine height acceptance. 		
6.	Operators of pilot/escort vehicles must be certified in the State of Washington.	V	WAC 468-38-100
7.	<p>Pilot/escort vehicle operators are to follow these pre-trip procedures:</p> <ol style="list-style-type: none"> a) Discuss with the operator of the extra-legal vehicle the aspects of the move including, but not limited to, vehicle configuration, route, and responsibilities that will be assigned or shared. b) Pre-run the route to verify acceptable clearances. c) Review [State] special permit conditions with the operator of the extra-legal vehicle. 	I	WAC 468-38-100

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	<ul style="list-style-type: none"> d) Determine proper position of required pilot/escort vehicles and set procedures for use among the operators. e) Assure availability of additional certified flag persons when stated on the oversize/overweight authorization . f) Check mandatory equipment. Each operator is responsible for his or her own vehicle. <ul style="list-style-type: none"> 1. Check two-way communication system to ensure clear communications and predetermine the channel. 2. Adjust mirrors, mount signs and turn on lights. 		
8.	<p>The pilot/escort vehicle operator, when assigned to be in front of the extra-legal movement, shall:</p> <ul style="list-style-type: none"> a) Provide general warning to oncoming traffic of the presence of the permitted vehicle by use of signs and lights. b) Notify the operator of the extra-legal vehicle, and the operator(s) of any trailing pilot/escort vehicle(s), about any condition that could affect either the safe movement of the extra-legal vehicle or the safety of the traveling public, in sufficient time for the operator of the extra-legal vehicle to take corrective action. Conditions requiring communication include, but are not limited to, road-surface hazards; overhead clearances; obstructions; traffic congestion; pedestrians; etc. c) Provide guidance to the extra-legal vehicle through lane changes, egress from one designated route and access to the next designated route on the approved route itinerary, and around any obstacle. d) In the event of traffic buildup behind the extra-legal vehicle, locate a safe place adjacent to the highway where the extra-legal vehicle can make a temporary stop. Notify the operator of the extra-legal vehicle, and the operator(s) of any trailing pilot/escort vehicle(s), in sufficient time for the extra-legal vehicle 	V	WAC 468-38-100

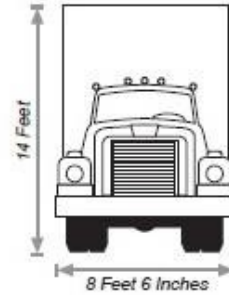
	<p>to move out of the traffic flow into the safe place, allowing the following traffic to pass safely.</p> <ul style="list-style-type: none"> e) In accordance with training, be far enough in front of the extra-legal vehicle to signal oncoming traffic to stop in a safe and timely manner before entering any narrow structure or otherwise restricted highway where an extra-legal vehicle has entered and must clear before oncoming traffic can enter. f) In accordance with training, do not be any farther ahead of the extra-legal vehicle than is reasonably prudent, considering speed of the extra-legal vehicle, other traffic, and highway conditions. Do not exceed one-half mile distance between pilot/escort vehicle and extra-legal vehicle in order to maintain radio communication, except when necessary to safely travel a long narrow section of highway; and g) Assist in guidance to a safe place, and/or traffic control, in instances when the extra-legal vehicle becomes disabled. 		
<p>9.</p>	<p>The pilot/escort vehicle operator, when assigned to be at the rear of the extra-legal movement, shall:</p> <ul style="list-style-type: none"> a) Provide general warning to traffic approaching from the rear of the extra-legal vehicle ahead by use of signs and lights. b) Notify the operator of the extra-legal vehicle, and the operator(s) of any leading pilot/escort vehicle(s), about any condition that could affect either the safe movement of the extra-legal vehicle or the safety of the traveling public, in sufficient time for the operator of the extra-legal vehicle to take corrective action. Conditions requiring communication include, but are not limited to, objects coming loose from the extra-legal vehicle; flat tires on the extra-legal vehicle; rapidly approaching traffic or vehicles attempting to pass the extra-legal vehicle; etc. c) Notify the operator of the extra-legal vehicle, and/or the operator of the lead pilot/escort vehicle, about traffic buildup or other delays to normal traffic flow resulting from the extra-legal move. 	<p>V</p>	<p>WAC 468-38-100</p>

	<ul style="list-style-type: none">d) In the event of traffic buildup behind the extra-legal vehicle, notify the operator of the extra-legal vehicle, and the operator(s) of any pilot/escort vehicle(s) in the lead, and assist the extra-legal vehicle in its move out of the traffic flow into the safe place, allowing the following traffic to pass safely.e) In accordance with training, be far enough behind the extra-legal vehicle to provide a visual warning to approaching traffic to slow or stop in a timely manner, depending upon the action taken by the extra-legal vehicle, or the condition of the highway segment (i.e., limited sight distance, mountainous terrain, narrow corridor, etc.).f) Do not follow more closely than is reasonably prudent, considering the speed of the extra-legal vehicle, other traffic, and highway conditions. Do not exceed one-half mile distance between the pilot/escort vehicle and the extra-legal vehicle in order to maintain radio communication, except when necessary to safely travel a long narrow section of highway.g) Assist disabled, extra-legal vehicles in guidance to a safe place via traffic control.		
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Appendix B. Legal Dimensions, Legal Weights and Empty Trailers

Legal Dimensions

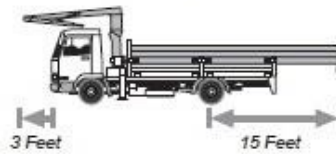
Legal maximum **width** of a vehicle or load is 8 feet 6 inches. Vehicles or loads wider than this need permits. Over-width vehicles or loads are subject to route curfews. Vehicle loads over 16 feet wide must submit a request to the CVS Office for approval to move.



Legal maximum **height** is 14 feet. Vehicles or loads higher than this need a permit. Vehicle or non-divisible loads, higher than 14 feet 6 inches must be accompanied by a front escort, with a height pole on all Washington highways (WAC 468-38-100(h)). Loads over 16 feet high must submit a request to the CVS Office for approval to move.

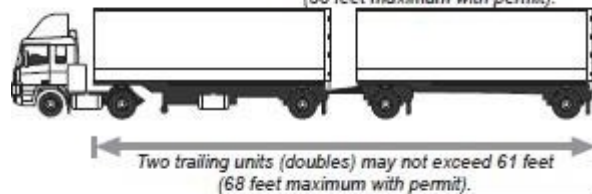


The legal **length** of a single unit, i.e., dump truck, box van, concrete pumper, is 40 feet. There are permits for front and rear overhang on these units; however, there are limitations to the amount of overhang a vehicle can have and still be able to travel during commuter and curfew hours.



Legal Overhangs – Front overhang is 3 feet from the front of the normal bumper line. Rear overhang is 15 feet measured from the center of the last axle.

Only trailer and load constitute regulated length unless the tractor also carries freight. Single trailers may not exceed 53 feet (56 feet maximum with permit). The legal length of combination vehicles may vary. For example, truck and trailer combinations may not exceed 75 feet. Two trailing units (doubles) may not exceed 61 feet (68 feet maximum with permit).



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Legal Weights

Gross vehicle weight (GVW) for a vehicle or a vehicle combination is determined by an overlapping set of three criteria: tire size, axle weight, and the weight table. The lesser of any one of the criteria will govern the weight of any axle or axle group.

Table 3. Legal Weight Maximums

Legal Weight Maximums	
Gross Vehicle Weight	105,500 pounds
Single Axle	20,000 pounds
Tandem Axle	34,000 pounds
Two Tire Axle	500 pounds per inch width, *EXCEPT fixed steer axles; driver operated, equipped with single tires, are limited to 600 pounds per inch width. Other than the steer axle, axles carrying more than 10,000 pounds and equipped with single tires are limited to 500 pounds per inch width. Refer to RCW 46.44.042 for other exceptions.
Steer Axle	600 pounds per inch width

*Perform metric conversion to inches by dividing the metric size by 25.4 (Example: 285 ÷ 25.4 = 11.22 inches).