

# **I. KANSAS ESCORT CERTIFICATION POLICY**

Last revised: 1.2011

After reviewing this policy go to [www.truckingks.org](http://www.truckingks.org), Permits and Licensing, Certified Escorts section for all forms, applications and maps required for the Kansas Certified Escort Program.

Participation in this program requires compliance with the standards described in this program. Companies transporting oversize or overweight loads shall comply with Kansas Administrative Regulations (K.A.R) 36-1-35, K.A.R. 36-1-36 K.A.R. 36-1-37 and K.A.R. 36-1-38. Escort Companies shall not operate in Kansas without becoming properly certified.

The “Certificate of Compliances” certifies the driver will comply with specific requirements of this program. Each driver wanting to become certified must sign copies of this form. Return the signed documents to KTC as soon as possible. KTC will validate the compliance form by inserting a certification number and an expiration date at the top of the form and return the original copy to the customer. The “Trip Certification Report” is to be filled out completely by one of the two escort drivers after each Large Structure / Superload move and return the properly signed form to KTC within 5 working days. Make copies of either form as necessary. Violating any standards of the “Kansas Escort Certification Program” or any other applicable standards by certified drivers or movers of Large Structure / Superloads may result in severe penalties.

The “Kansas Escort Certification Program” also requires each driver to submit copies of all other state certification or is limited to one year and the driver is required to complete a NSC defensive driver course within the first year after becoming certified or obtain a CDL. Documentation supporting the completion of the NSC defensive driving course shall be provided upon re-certification. Otherwise, re-certification will not be granted. If any of the state documents expire, copies of valid state certification shall be submitted on subsequent re-certification. Once certified, drivers are encouraged to begin using their certification immediately.

## **A. CERTIFICATION INFORMATION**

Companies shall become certified before escorting permitted Large Structure / Superloads on Kansas Highways. The responsibility of certifying these companies shall be under the Jurisdiction of the secretary of Kansas Corporation Commission and administered by the Kansas Trucking Connection. Certification shall be for a period of three years, and shall expire automatically three years after the date of issuance. Before the certification expires, a company must re-certify by completing a new “Certificate of Compliance” document which must be authorized by an official of KTC in order to continue being certified in Kansas. Once certified, companies must notify the KTC in writing within 30 days of any change in ownership, owners name or address.

## **B. ESCORT DRIVER REQUIREMENTS**

- I. Be a minimum of eighteen years of age.
- II. The driver of the escort vehicle shall possess a valid driver’s license and documents showing completion of a defensive driving course approved by the National Safety Council.

- III. The driver of the escort vehicle shall properly load and secure any item(s) or equipment carried by the escort vehicle.
- IV. At a minimum, the driver of each escort vehicle shall have in the vehicle a copy of the manual, "Truckin through Kansas" and a copy of this policy.
- V. The driver of the escort vehicle(s) shall be responsible of completing and signing the "Trip Certification Document."
- VI. Current versions of the Kansas Vertical Clearance and Bridge Restriction Maps must be in the possession of the driver.

### **C. EQUIPMENT REQUIREMENTS**

Escort vehicles shall carry at least the following items of equipment at all times and shall possess the wisdom of knowing how use them appropriately.

- I. Standard 18" or 24" "Stop" and "Slow" paddle signs. (The 24" version is required for construction site flagging)
- II. Eight reflective triangles, eight red-burning flares, or approved alternate
- III. Three orange colored, 18" high cones
- IV. Orange hard hat (when outside of the escorting vehicle)
- V. Two amber flashing lights, 6" or larger, or one rotating, or oscillating light
- VI. An accurate height measuring pole, made of a non-conductive, flexible or frangible material, when escorting a load exceeding 14' in height
- VII. First aid kit
- VIII. One "OVERSIZE LOAD" sign
- IX. Spare tire, jack and lug wrench
- X. Orange vest or Jacket
- XI. Two minimum 12" red or orange hand-held flags
- XII. One 5 pound B and C fire extinguisher

### **D. GENERAL REQUIREMENTS**

- I. All Warning lights shall be operating, at all times when escorting a Large Structure / Superload
- II. Warning devices shall be used appropriately when the certified vehicle is escorting a permitted Large Structure / Superload.
- III. A height pole shall be used at all times when escorting overheight loads. The pole shall extend a minimum of six inches above the maximum height of the vehicle and load. When the escorting vehicle is not escorting an overheight load, the pole shall be removed, tied down, or shortened to within legal limits.

- IV. Coordination and planning meetings shall be held prior to each trip. At a minimum, the persons included in this pre-trip meeting shall be the driver(s) of the transporting vehicle(s) and the driver(s) of the escort vehicle(s). At a minimum, this meeting, shall consist of:
  - a. Reviewing the approved routing to identify areas of special concern
  - b. Reviewing all permit documents to ensure all applicable documents have been obtained, that each document is valid and properly endorsed
  - c. Verifying all loaded dimensions to ensure that the permitted dimensions have not been exceeded.
  - d. Determining the proper position of the escorting vehicle(s)
  - e. Making sure all signs and warning devices have been mounted properly
  - f. Checking to ensure all communication devices are working properly
  - g. Determining if additional flag persons are needed to obtain them before moving
  - h. Making sure the headlights on both the escorting vehicle(s) and the vehicle transporting the load have been turned on and are operating properly.
- V. When the permitted Large Structure / Superload reaches the destination, the driver of the transporting vehicle and the driver of the escort vehicle shall sign and date the "Trip Certification Report". It is the responsibility of the Escort Company to return a copy of this report to the department within five days after completing the move.

#### ***E. OPERATIONAL PROVISIONS***

Travel is allowed only on highways approved by the department.

#### ***F. VEHICLE REQUIREMENTS***

- I. The vehicle shall be either a passenger car or a two-axle and the owner shall carry the minimum insurance required by the state in which the vehicle is insured.
- II. The escort vehicle shall be a minimum of 60 inches wide and have maximum of one ton load carrying capacity.
- III. At a minimum, the escort vehicle shall have on each side of the vehicle, a magnetic sign displaying the name of the company or individual escorting the load. The color of the letters shall sharply contrast with the color of the background in order to be easily recognizable by the traveling public.
- IV. The gross vehicle weight shall be a maximum of 12,000 pounds
- V. The escorting vehicle(s) shall not carry any items, equipment or load which:
  - a. Exceeds the height, length or width of the escort vehicle or overhangs the escort vehicle or otherwise renders the vehicle unrecognizable as an escort vehicle by the motoring public; or
  - b. Causes safety risks; or

c. Otherwise restricts the operator's driving performance or limits the ability of the driver to comply with this policy.

VI. Vehicles towing trailers or transporting loads shall not be used as escort vehicles.

VII. The escort vehicle must be properly licensed, registered and be in a safe operational condition in order to operate in Kansas.

VIII. A left outside view mirror is required.

Please mail or fax completed applications and supporting documentation to:

Motor Carrier Services Bureau

Central Permits

915 SW Harrison Room 150

Topeka, KS 66612

Fax Number 785-296-6558

If you have any questions or need additional information please contact Motor Carrier Services Bureau at 785-368-6501.

