

# Online Training Manual

## **Volume 3 - Super Loads**

**(Applying for a Super Load Permit)**

Commonwealth of Pennsylvania  
Department of Transportation  
Central Permit Office  
December 2003

Publication 393, Volume 3

# Table of Contents

|  |    |
|--|----|
| NOTICE.....  | 3  |
| WHO SHOULD USE THIS TRAINING MANUAL?.....                  | 3  |
| PREREQUISITES .....  | 4  |
| OBJECTIVES .....   | 4  |
| SUPER LOAD DEFINITION.....                                 | 5  |
| ❖ <i>What Is A Super Load in PA ?</i> .....                | 5  |
| PRELIMINARY SUPER LOAD APPLICATION PROCESS .....           | 6  |
| ❖ <i>Overview</i> .....                                    | 6  |
| ❖ <i>Submitting a Preliminary Application Online</i> ..... | 8  |
| ❖ <i>Completing the SL Notes Tab</i> .....                 | 9  |
| ❖ <i>Completing the Comments Tab</i> .....                 | 10 |
| ❖ <i>Completing the Documents Tab</i> .....                | 10 |
| FINAL SUPER LOAD PERMIT APPLICATION PROCESS .....          | 12 |
| ❖ <i>Overview</i> .....                                    | 12 |
| SUBMITTING A FINAL APPLICATION ONLINE.....                 | 13 |
| ❖ <i>Completing the Escort Tab</i> .....                   | 14 |
| APRAS FAQs.....  | 15 |
| INDEX.....   | 16 |

## Notice

If you are unable to access the APRAS Home Page or enter applications, you should first check the status of APRAS:

- (1) by visiting the PENNDOT Home page ([www.dot.state.pa.us](http://www.dot.state.pa.us)) under “Doing Business with PENNDOT”, click on APRAS; and/or
- (2) by calling our voice message box (877-807-7605 – toll free within PA) or (717-705-1416 – outside PA); and/or
- (3) by checking your email (if you have provided the Central Permit Office with your correct email address).
- (4) Also, attempt to access another favorite web site (to verify you currently have access to other sites).

If the nature of the problem and estimated repair time is known, this information will be posted at one or more of the above three locations. This protocol was established to allow for efficient notification to all users whenever problems arise. Please refrain from calling PENNDOT until after you have checked all four options above.

## Who should use this Training Manual?

Motor Carriers who have established an Account Number with PENNDOT’s Central Permit Office and who are involved in:

- Creating and submitting applications for Super Load permits to PENNDOT.
- Searching for submitted *Preliminary* and *Final* Super Load permit applications.

# Prerequisites

1. A working knowledge of your PC operating system.
2. A working knowledge of the Internet.
3. Successful completion of Volumes 1 and 2 of this Training Manual.

An Account Number for obtaining PA permits by wire and executed copies of the following Registration forms (which are available at [www.dot.state.pa.us](http://www.dot.state.pa.us) under Special Interest Areas, then Permits, then Hauling Permits):

- M-936B Surety Bond
- M-936RA Registration Agreement for Special Hauling Permits
- M936RAS Supplement To Registration Agreement

Each student may access this Online Training Manual via download, to view or print.

# Objectives

Successful completion of this Volume will enable you to:

1. Understand the PA Super Load process, generally, as well as applying via APRAS WEB.
2. Understand the different requirements that must be completed *before* submitting a Preliminary Super Load application to PENNDOT.
3. Create and submit a Preliminary Super Load application.
4. Complete the SL Notes Tab for Preliminary application review.
5. Complete the Comments Tab for Preliminary and Final application review.
6. Create and submit a Final Super Load application.
7. Complete the Escort Tab for Final application processing.

# Super Load Definition

## ❖ What Is A Super Load in PA ?

A Super Load in PA is a vehicle or combination with a *nondivisible* load having:

- a Gross Weight exceeding 201,000 pounds, or
- a Total Length exceeding 160 feet, or
- a Total Width exceeding 16 feet.

The following are *not* considered a Super Load:

- a building (Load Type 60) (see Regulation 179.11(b)), or
- a highway crossing operation (Load Types 52 series, 53 and 54A).

# Preliminary Super Load Application Process

## ❖ Overview

To obtain Preliminary approval for movement of one or more similar Super Loads along State highways, **first**, verify the maximum sizes and weights and **perform a physical windshield survey** of the proposed routes, considering proposed equipment. Then, the responsible motor carrier needs to submit a completed application package (*online*) to the Central Permit Office at least three weeks before the anticipated initial move date.

(1) Do not list Load Serial ID, Vehicle Registration Numbers/VIN, State, or State “Escort Meet” Location, Start Date/Time on the Preliminary application.

(2) Complete Form M-936AS data when required, for PENNDOT bridge capacity analysis.

(3) The motor carrier must ensure the following information is submitted with the application package:

- a) A detailed physical windshield route survey (on Form M-936A RS).
- b) The certification of the manufacturer or designer (on Form M-936A MDC) that the object cannot feasibly be manufactured in smaller sections.
- c) *When requested* by the Central Permit Office, signed statements from other transportation companies (on their letterhead) - that is air, water, and rail - that they are unable to accommodate such a move over all or any part of the course.
- d) Written approvals from all *cities* (on Form M-936A SLCA) through which the Super Load proposes to travel on non-limited access highways.
- e) The projected number of *similar* objects to be moved within the next year. Designers should obtain Preliminary approval prior to manufacturing a Super Load.
- f) The motor carrier's willingness to participate in conference calls with PENNDOT (additional fees will be assessed for costs incurred by PENNDOT).
- g) Whether the Super Load will stop at or near a state line to accommodate another state's travel restrictions, and what accommodations are needed.

(4) Provide written concurrence from each contractor (on Form M-936A CN) **if** arrangements have been made to travel through a highway construction work zone.

(5) Provide a written Traffic Control Plan (on Form M-936A TCP1 or TCP2 or otherwise consistent with PENNDOT Regulation 203) **if** traffic may be adversely affected by the proposed movement (e.g., if the Super Load will be stopped on the pavement to adjust equipment, or will travel in any lane normally used by opposing traffic, or due to conditional bridge approvals). The applicant may also be required to wire a Traffic Control Plan if PENNDOT determines that one or more crawl speed conditions will be added to the permit.

(6) Provide security (e.g., a bond or irrevocable letter of credit) in the amount of at least \$1,000,000 **if** any combination's axle weight will exceed 27,000 pounds. See Regulation 179.8(5)(ii). Blanket security should already be executed if a motor carrier proposes to exceed 27,000 pounds on any axle.

Under PA law and regulations, PENNDOT staffs have a duty to review each application for genuineness, regularity, legality, and truthfulness.

Applicants will be notified by email or fax of PENNDOT's final decision on a Preliminary application. If approved, the motor carrier will be notified of all special conditions under which the Final Super Load will be authorized. This document is a Preliminary approval for a Super Load move only. This document does not authorize any vehicle to travel on any Pennsylvania State highway. If denied, the motor carrier will be notified of the reason(s) for denial. Read this document in its entirety upon receipt.

**PENNDOT staff cannot anticipate whether or when an application may be approved or denied until their reviews are completed and a final decision is made. All applications are processed initially by APRAS. All Super Load applications then undergo manual review by PENNDOT staffs in the order analyzed by APRAS. As a planning aid, allow at least three weeks for the complete process.**

The fee for each submission of a Preliminary Super Load application listing a Gross Weight above 201,000 pounds is \$50. An additional \$10 fee is assessed for each county involved in the routing. See Regulation 179.9(e)(6). PENNDOT will also assess fees for conference calls, meetings, and associated preparation and follow-up work resulting from contacts initiated by or on behalf of the applicant.

The approval of a Preliminary Super Load application cannot be construed as a guarantee that similar applications will be approved in the future, since road and bridge conditions change.

## ❖ Submitting a Preliminary Application Online

Only a motor carrier may submit a Super Load application. Permit Services are not authorized to submit Super Load applications.

Change the default **Permit Type** to **Preliminary Super Load**.

### To Change the Permit Type:

1. Click on the **Main** Tab.
2. Select **Preliminary Super Load** on the Permit Type dropdown list.

Super Load moves require the submission of at least two applications:

1. A Preliminary Super Load application. The Preliminary Super Load application is notification of a motor carrier's *intent* to move ONE OR MORE similar Super Loads within the next 12 months. Preliminary Super Load applications must include additional justification to help ensure a safe, efficient Super Load movement. PENNDOT staffs review the justification accompanying a Preliminary Super Load application as part of the application review. The **SL Notes Tab** must also be completed for a Preliminary application.
2. One or more Final Super Load applications. Each Final Super Load application specifically identifies the authorized Super Load to be moved, the actual transporting equipment, the proposed date when movement will begin in PA, and initiates arrangements for a State escort. The **Escort Tab** must also be completed for each Final application to initiate arrangements for a State escort. PENNDOT staffs will verify road and bridge conditions have not changed since the Preliminary application was reviewed and make arrangements for a State escort.

Certain fields of the Preliminary Super Load application should be left *blank* (but must be completed on the Final Super Load application). These fields include:

- Load Serial ID
- Vehicle Registration Numbers/VIN and State
- Move Begins Date
- Escort Tab fields

❖ Completing the SL Notes Tab

The SL Notes Tab contains a series of affidavit questions relating to the information provided in a Preliminary Super Load application. You must answer each of the questions on the SL Notes Tab. Forms relating to these additional justification questions may be downloaded from the APRAS Logon page or at [www.dot.state.pa.us](http://www.dot.state.pa.us). These M-936A series Forms need to be completed *before* submitting the Preliminary application. These Forms need to be submitted to the Central Permit Office (via fax, email or document attachment) on the same day the Preliminary application is submitted *online*. Email to: **PennDOTSuperload@state.pa.us**

Once you have answered **all** questions on the SL Notes Tab and completed the appropriate fields on the Main, Carrier, Loading, Weight, Route/Route Details, and Application Tabs, you can submit the Preliminary Super Load application.

|                            |  |   |
|----------------------------|--|---|
| Application Id: H500310243 |  |   |
| SL Notes                   | A) Has a detailed route survey (Form M-936ARS) been provided?  | Received:                               |
|                            | B) Has the manufacturer/designer of the object provided certification that the object cannot feasibly be manufactured in smaller sections?             | Received:                               |
|                            | C) Have other transportation companies provided signed statements stating that they cannot accommodate the move over any part of the course?           | Received:                               |
|                            | D) Have cities through which the move will pass provided written approval?   | Received:                               |
|                            | E) Has the projected number of identical objects to be moved within the next year been provided?   | # Moves: <input type="text" value="0"/> |
|                            | F) Are you willing to participate in conference calls with PennDOT to resolve identified problems (additional fees will be assessed for this service)? |   |
|                            | G) Are you stopping at or near a state line to accommodate the travel restrictions of an adjoining state?  |   |
|                            | If G) is Yes, please note what accommodations are needed:  |   |

SL Notes Tab

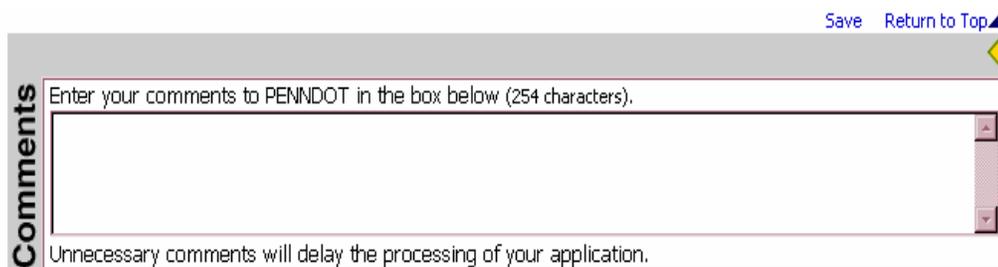
The Central Permit Office will complete the Received field(s) by entering dates when the additional justification is received.

To View the SL Notes Tab:

1. Click on the **Super Load Notes** quick move link on the left side of the New Application or View Application page.

## ❖ Completing the Comments Tab

The **Comments Tab** is available on *Preliminary and Final* applications for additional pertinent information. For example, to notify PENNDOT that a Contractor concurrence letter (M-936A CN) or a Traffic Control Plan (M-936A TCP1 or TCP2 or a special TCP requiring review) is being submitted as part of the application package.



## ❖ Completing the Documents Tab

The **Documents Tab** is available on *Single Trip, Preliminary and Final* applications for additional pertinent information. For example, to attach a Construction Notification (M-936A CN) or a Traffic Control Plan (M-936A TCP1 or TCP2 or a Route Survey M-936A RS).

### To Complete the Documents Tab:

1. You must first scan the completed document you want to attach. Make sure you save the document in one of the following approved document types: Bitmap (BMP), Word Document (DOC), Gif Format, JPEG (JPG), Adobe (PDF), or TIF Format on your computer.
2. Click on the Documents Tab, click on Add to attach a document.



3. Select the Document Type from the drop-down list provided.

4. Type in the document description in the blank field.

Attach Application Document - Microsoft Internet Explorer provided by ...

Application Id: G500313489

Document Type Code: [dropdown]

Document Description: [text input]

File Name: [text input] [Browse...]

[Save] [Cancel]

5. Click on Browse to choose the document file that you saved on your computer.
6. Click on Save. You can then attach more documents by following steps 1-6.
7. Once all the attachments are successfully attached, click on Cancel to return to the Document Tab.

# Final Super Load Permit Application Process

## ❖ Overview

Upon receipt of your Preliminary application approval notice, a motor carrier may submit a completed Final application (*online*) to the Central Permit Office. Each Final application must be submitted at least two full workdays (but preferably five full workdays) before each anticipated move to allow adequate time for coordinating the State escort. See Regulation 179.10(12).

Be sure each Final application:

- is consistent with the Preliminary application and approval notice;
  - lists willingness to accept both **alternate routes** and **crawl speeds** consistent with the Preliminary application;
- lists the *load's* serial number (or *load* bill of lading number if the *load* has no serial number);
- lists the registration numbers for each *vehicle* (or last six digits of the VIN number if *vehicle* is not registered) and State of registration (or N/A in State Field if *vehicle* is not registered);
- identifies the proposed date, time, and specific location where the applicant proposes to meet the State escort;
- lists the Move Begins Date consistent with the scheduled State escort date (to avoid re-reviews of Final applications and time extension Supplements).

If any information is incomplete, inaccurate, or inconsistent, the application will be denied, so be sure to review each application for completeness, accuracy, and consistency **before** submitting it to PENNDOT. Any increase in weights, dimensions, or axle spacing changes from those certified as being accurate will require submission of a new Preliminary application for PENNDOT review. Any changes in the route origin or destination from the approved Preliminary application will require submission of a new Preliminary application for PENNDOT review. If any routes change, an updated route survey (on Form M-936A RS) will be required from the applicant.

Applications submitted online that are complete, accurate, and consistent, and that contain proposed routes that were **physically** surveyed, will typically be reviewed in less overall time and at less cost to everyone, and will help ensure a safe, efficient Super Load movement.

# Submitting a Final Application Online

When you are ready to move a Super Load for which you have a current *ISSUED* Preliminary Super Load application, you need to submit a Final Super Load application.

Future construction projects may restrict movement on approved routes. In this case, movement may be delayed and an updated route survey, Form M-936A RS, may be required. Apply for each Final Super Load at least two full workdays (but preferably five full workdays) in advance to avoid unexpected delays.

To submit a Final Super Load application, open the *ISSUED* Preliminary Super Load application and click on the **Final SL** button found at the top or bottom of the page.

Complete the following fields:

- Load serial ID (on **Loading Tab**).
- Vehicle Registration Numbers/VIN & State fields (on **Weight Tab**).
- Move Begins Date (on **Application Tab**).
- Location and *requested* Date and Time when the applicant proposes the driver will meet the PA State-escort(s), to begin movement in PA (on **Escort Tab**).
- Verify and, if necessary, update specific parking location if crossing a State border (on **SL Notes Tab**, Question G).

❖ Completing the Escort Tab

|               |  |
|---------------|--|
| <b>Escort</b> | Application Id: F500310244                     |
|               | Number of Escorts: 1                           |
|               | Meet Location: <input type="text"/>            |
|               | Meet Date: <input type="text"/><br>MM/DD/YYYY  |
|               | Meet Time: <input type="text"/><br>HH:MM AM/PM |

**Escort Tab**

No Super Load will be authorized to travel between sunset and sunrise, including movements between PA and other states, unless prior arrangements have been made with the Central Permit Office, as part of the Preliminary application.

Super Loads may not begin movement on Saturdays. Super Loads may not be moved on Saturdays after NOON, on Sundays, or the following holidays: Martin Luther King Jr. Day, Presidents' Day, Columbus Day, Veterans' Day.

**Proposed PA State-escort dates and times are subject to change** due to a variety of factors, including availability of State escorts, other Super Loads already scheduled, weather, changes on one or more routes since the Preliminary application was *issued*.

If the move is postponed or cancelled, the permittee must call (prior to the scheduled start of move):

- PENNDOT at 717-787-4680 (8am - 4pm) or
- the PA State Police at 717-671-7500 (4pm - 8am) *or*
- *municipal police if arrangements were made for a local police escort.*

The vehicle and load may be selected for inspection and weighing prior to movement. In this event, appropriate fees will be assessed. Because this activity will take two or more hours, plan your movement start time accordingly.

The motor carrier will be assessed for application and permit processing fees and some PA State-escort fees (e.g., \$50 plus \$2 per mile per State-escort vehicle) on the next regular monthly invoice from PENNDOT. If the PA State-escort is provided on an overtime basis, these overtime fees will not appear on the regular monthly invoice; a separate invoice will be created by the escorting agency for overtime costs.

## APRAS FAQs

**Q. My application status is “submitted”, where is it?**

- A. If your application status is “submitted”, it means that the routes are being analyzed and identified problems are being investigated prior to issuance. Phone calls inquiring about pending applications are counterproductive. Calls will not expedite the application review. PENNDOT staff cannot anticipate whether or when an application may be approved or denied until their reviews are completed and a final decision is made. All applications are processed initially by APRAS. All Super Load applications then undergo manual review by PENNDOT staffs in the order analyzed by APRAS. As a planning aid, allow three weeks for the complete process.

**Q. Who can help me with my routes?**

- A. A *physical* windshield route survey is required prior to submitting a Preliminary Super Load application and if the routes change for any reason. Call the affected District Permit Office during normal business hours for help in routing and routing connectivity *before* submitting or re-submitting a Preliminary application.

**Q. My routes are not the same that I asked for, why?**

- A. APRAS will not modify proposed routes unless the application stated YES to the Question: Willing to accept alternate route?  
If you answered YES and your requested routes are not acceptable, APRAS will then try to find an acceptable route. It is ultimately the motor carrier’s responsibility to ensure the vehicle and any load can safely traverse the routes listed on the permit (including turning movements, grades, and horizontal and vertical curves).

**Q. Why can’t I connect to the APRAS web site?**

- A. Please refer to Page 3 of this Training Manual or the bottom of the APRAS Web Home Page. This page gives you directions when you are unable to connect to APRAS. Only after you have checked the available locations to determine if there is a known problem with APRAS should you contact the Central Permit Office during normal business hours.

# Index

## A

---

Account Number · 3, 4  
Alternate Routes · 12  
APRAS  
    Unable to Access · 3, 15

## C

---

City Approval(s) · 6  
Comments Tab · 10  
Conference Call(s) · 6, 7  
Contractor Concurrence(s) · 7  
Crawl Speeds · 12

## D

---

Definition · 5  
Documents Tab · 10

## E

---

Escort Tab · 14

## F

---

FAQs · 15  
Fees · 7, 14  
Final Permit Application Process · 12

## M

---

Manufacturer Certification · 6

## O

---

Objectives · 4  
Overview Final Process · 12  
Overview Preliminary Process · 6

## P

---

PENNDOT Home Page · 3  
PENNDOT Message Box · 3  
Permit  
    Changing Type · 8  
Permit Services · 8  
Preliminary Application Process · 6  
Prerequisites · 4

## R

---

Route Survey · 6

## S

---

Security · 7  
State Border Crossing(s) · 6, 13  
Submitting Final Application Online · 13  
Submitting Preliminary Application Online · 8  
Super Load Notes Tab · 9  
Super Load Thresholds  
    Size & Weight · 5

## T

---

Traffic Control Plan(s) · 7  
Type of Permit, Changing · 8