

CITY OF SASKATOON ADMINISTRATIVE POLICY

NUMBER

A07-019

POLICY TITLE <i>Traffic Bylaw Special Permits</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE <i>September 4, 2007</i>
ORIGIN/AUTHORITY <i>Planning and Operations Committee Report No. 9-2007</i>	CITY FILE NO. <i>CK. 6000-1</i>	PAGE NUMBER <i>1 of 7</i>

1. PURPOSE

To define the criteria for the permitting of commercial vehicle operations above and beyond the allowable weights, dimensions and routes as prescribed in Bylaw 7200: The Traffic Bylaw.

2. DEFINITIONS

- 2.1 After Hours - Any time outside of regular City Hall business hours which are Monday to Friday between 8:09 a.m. and 4:45 p.m. Holidays fall outside the scope of regular City Hall business hours.
- 2.2 CBD - The area of the City bounded by the South Saskatchewan River to the South and to the East, Idylwyld Drive to the West and 25th Street to the North as shown on Schedule No. 8, Vehicle Route Map, Bylaw 7200.
- 2.3 City - The City of Saskatoon.
- 2.4 Destination Site - The location to which a vehicle must travel for a pick-up, a delivery or to perform a service.
- 2.5 Excess Load - Excess Load is considered to be any load that exceeds the maximum vehicle weights prescribed in Bylaw 7200.
- 2.6 Excess Load Permit - A permit required from the City to allow a vehicle travelling on City streets to exceed the maximum vehicle weights prescribed in Bylaw 7200.
- 2.7 Excess Dimension - Excess Dimension is considered to be any vehicle with dimensions that exceed the maximum vehicle dimensions prescribed in Bylaw 7200.

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- 2.8 Excess Dimension Permit - A permit required from the City to allow a vehicle travelling on City streets to exceed the maximum vehicle dimensions prescribed in Bylaw 7200.
- 2.9 Level 1, 2 and 3 Vehicles - Vehicle levels as described in Schedule No. 7, Bylaw 7200.
- 2.10 Vehicle Routing Permit - A permit required from the City to allow a vehicle travelling on City streets to deviate from established vehicle routes prescribed in Schedule No. 8, Bylaw 7200.

3. POLICY

3.1 Permits Required

An Excess Load Permit is required when a vehicle intends on travelling on City streets while weighing in excess of the maximum vehicle weights prescribed in Bylaw 7200.

An Excess Dimension Permit is required when a vehicle intends on travelling on City streets while exceeding the maximum vehicle dimensions prescribed in Bylaw 7200.

A Vehicle Routing Permit is required when a vehicle intends on deviating from the established vehicle routes prescribed in Schedule No. 8, Bylaw 7200.

An Excess Load Permit and/or an Excess Dimension Permit cannot be used in place of a Vehicle Routing Permit. A vehicle that exceeds the maximum vehicle weights or that exceeds the maximum vehicle dimensions prescribed in Bylaw 7200 and that wishes to travel off an established vehicle route must obtain a Vehicle Routing Permit in addition to the appropriate Excess Load or Excess Dimension Permit.

3.2 Excess Load Permits

An Excess Load Permit is required when a vehicle exceeds the maximum vehicle weights prescribed in Bylaw 7200.

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Excess Load Permits will be issued if the General Manager of Infrastructure Services or a designate of the General Manager of Infrastructure Services is satisfied that the vehicle can be safely operated or moved upon the street without the likelihood of damage to the street or property. However:

- Excess Load Permits will not be issued for divisible loads.

Excess Load Permits may outline any or all of the following conditions:

- A specific route or routes to be used to and from the destination site.
- Time of day restrictions for travel.

Excess Load Permits will be provided on an annual basis or as a single-use permit, as required. An Excess Load Permit shall only apply to a single vehicle; it is not transferable. Excess Load Permits will be provided at no cost.

3.3 Excess Dimension Permits

An Excess Dimension Permit is required when a vehicle exceeds the maximum dimensions prescribed in Bylaw 7200. Regardless of permit possession, the operator of a vehicle must also obey all posted clearances.

Excess Dimension Permits will be issued if the General Manager of Infrastructure Services or a designate of the General Manager of Infrastructure Services is satisfied that the vehicle can be safely operated or moved upon the street without the likelihood of damage to the street or property. However:

- Excess Dimension Permits will not be issued for divisible loads.
- Excess Dimension Permits will not be issued for vehicles measuring greater than 3.6 metres in width requiring travel on Idylwyld Drive and/or Circle Drive between the hours of 7:00 a.m. to 9:00 a.m., and/or 4:00 p.m. to 6:00 p.m.

Excess Dimension Permits may outline any or all of the following conditions:

- A specific route or routes to be used to and from the destination site.
- Time of day restrictions for travel.

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- Flagging or other identification requirements in order to ensure that the vehicle has minimal impact on safety and roadway network operation. Typical Excess Dimension Permit flagging/identification requirements are listed in Table 1.

Table 1: Excess Dimension Permit Flagging/Identification Requirements

Width (metres)	Requirements
Greater than 2.6	Red flags on the extremities of the load that overhang the sides or rear of the vehicle.
Greater than 3.05	Signs required at the rear in addition to the above.
Greater than 3.3	A minimum of one amber flashing or rotating beacon visible for 200 m in addition to the above.
Greater than 5.0	Trail vehicle required rear only in addition to the above.
Length	Requirements
Greater than 25 m	Sign required at rear.
Greater than 27.5 m	Amber beacon and rear sign.
Greater than 31 m	Amber beacons and signs front and rear.
Greater than 36 m	All of the above.

Excess Dimension Permits will be provided on an annual basis or as a single-use permit, as required. An Excess Dimension Permit shall only apply to a single vehicle; it is not transferable. Excess Dimension Permits will be provided at no cost.

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3.4 Vehicle Routing Permits

Vehicles requiring a Vehicle Routing Permit include:

- (a) Level 2 vehicles requiring access to the CBD between the hours of 7:00 a.m. and 6:00 p.m. in order to perform a service, delivery or a pick-up.
- (b) Level 3 vehicles requiring access to the CBD at any time.
- (c) Level 3 vehicles requiring travel off primary vehicle routes or outside unrestricted areas.

Generally, Vehicle Routing Permits will be issued if the General Manager of Infrastructure Services or a designate of the General Manager of Infrastructure Services is satisfied that the vehicle can be safely operated or moved upon the street without the likelihood of damage to the street or property. However:

- Vehicle Routing Permits allowing a Level 3 vehicle access to the CBD at any time will only be granted under special circumstances as per the following criteria:
 - The carrier can prove to Infrastructure Services that a Level 1 or Level 2 vehicle is incapable of performing, or unavailable to perform, the service.
 - The vehicle can safely travel to the destination and manoeuvre on the destination site as determined by Infrastructure Services. The vehicle must be contained within the site during all loading/unloading while still providing safe access for patrons and other vehicles/pedestrians.
- Vehicle Routing Permits allowing a Level 3 vehicle to travel off primary vehicle routes or outside unrestricted areas will only be granted after consideration of the following criteria:
 - The vehicle can safely access the business using arterial roadways.
 - The vehicle can safely manoeuvre on the destination site as determined by Infrastructure Services. The vehicle must be contained within the site during all loading/unloading while still providing safe access for patrons and other vehicles/pedestrians.

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- Whether it is appropriate to allow an intercity delivery off of a primary vehicle route.

Vehicle Routing Permits may outline any or all of the following criteria:

- A specific route or routes to be used to and from a destination site.
- Time of day restrictions for travel.
- Flagging or other identification requirements in order to ensure that the truck has minimal impact on safety and roadway network operation.

Vehicle Routing Permits will be provided on an annual basis or as a single-use permit, as required. A Vehicle Routing Permit shall only apply to a single vehicle; it is not transferable. Vehicle Routing Permits will be issued at no cost.

3.5 Permit Application Process

All permit applications are to be submitted via phone or fax at the following contact numbers:

Phone: (306) 975-2640

Fax: (306) 975-2971

Permit applications will be processed from Monday to Friday between 8:09 a.m. and 4:45 p.m., with the exception of holidays.

It is the responsibility of the trucking company to obtain any permits stated herein to travel within City Limits and to allow a minimum of two business days for the processing of the permits required. The City will aim to process permits within 2 business days of the receipt of the permit request.

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4. RESPONSIBILITIES

4.1 Trucking Companies - Trucking companies shall be responsible to:

- a) Obtain any of the aforementioned permits.
- b) Provide the vehicle operator with the permit number, as well as the routing details and other permit conditions.

4.2 Infrastructure Services - The Infrastructure Services Department shall be responsible to:

- a) Administer requests and grant permits.
- b) Administer, review and recommend updates to this policy.

4.3 City Council - City Council shall be responsible to:

- a) Approve of any changes to this policy.