



**Utah Department of Transportation
Motor Carrier Division**

4501 South 2700 West, Box 148240
Salt Lake City, Utah 84114-8240
Phone: (801) 965-4528



Utah Highway Patrol

5500 West Amelia Earhart Drive, Suite 220
Salt Lake City, Utah 84116
Phone: (801) 596-9248

Utah Law Enforcement Escorts Check List and Reporting Criteria

MAKE INITIAL ON-SITE CONTACT

- Perform a walk around inspection on the transport vehicle(s) to include tires, load securement, and red flags.
- Inspect driver(s) CDL, medical card and log book.
- Check pilot car driver(s) certification and inspection form. *(Perform one if driver does not have one.)*
- Review all permits to ensure they are appropriate for the load. *(Permit #: _____)*
- Physically measure the load and ensure it matches the permit.
- Review the route plan and ensure copies are distributed to all participants.

PLAN ENROUTE COMMUNICATIONS AND VEHICLE POSITIONING

- Discuss roles and responsibilities of everyone involved in the movement of this load to include the position of police and pilot vehicles during the escort.
- Identify a lead contact for the escort. *(Normally the senior officer)*
- Coordinate and test all communications equipment. All officers must have a CB radio to communicate with the pilot and transport vehicle(s).

SAFETY CONCERN: Designate those involved in the escort as a "Safety Officer" to stop the movement of the load immediately if an unsafe condition is found.

CHANGE IN JURISDICTION: When there is a change in jurisdiction, ensure on-site and enroute communications, vehicle positioning, and oversize/overweight movement requirements are followed at a safe and appropriate location before the permitted movement continues.

SAFELY ESCORT THE OVERSIZE/OVERWEIGHT MOVEMENT AND MONITOR THE FOLLOWING ITEMS:

- Monitor communications with all other vehicles in the convoy.
- Ensure the movements of all vehicle(s) proceed lawfully at all times.
- Ensure all procedures and special conditions mandated by permit(s) are followed.
- Maintain and facilitate traffic control.
- Activate contingency plan if necessary, including safe stopping points.
- Monitor progress of the movement, paying attention to all time constraints.
- Make immediate notification to UDOT and your supervisor when state property is damaged. Notify the local law enforcement agency immediately and stop until the investigation is complete if an accident report is required.

DEBRIEF AND DEPART

- Review movement with all participants, note areas of improvement, and then report all incidents to the motor carrier, pilot car company and permitting office.
- If there is any infrastructure damage done, or any reportable incident(s) please note in comment box.
- Forward a copy of your report to:

Motor Carrier Division
Pilot/Escorts
4501 South 2700 West, Box 141210
Salt Lake City, UT 84114-8240
Phone: (801) 965-4508
Fax: (801) 965-4399
rbutler@utah.gov

Law Enforcement Officers

Officer		Badge No.	
Signature		Date mm/dd/yyyy	

Officer		Badge No.	
Signature		Date mm/dd/yyyy	

Commercial Motor Vehicle Driver Information

Name		Company	
Signature		Date mm/dd/yyyy	Certification Number N/A

Certified Pilot Car Operator(s)

Name		Company	
Signature		Date mm/dd/yyyy	Certification Number

Name		Company	
Signature		Date	Certification Number

Comments: *(Indicate any damage noted, problems/concerns with move, or recommendations for future escorts, etc.)*

Police Escort Off-Duty Billing Information

Escorts

Date of Detail		Company P.O. #	
Company Name		Phone Number	
Company Address	City	State	Zip
Driver's Name (Print / Type)		Driver's Signature	
Unit No.	License Plate No.	State	
Met Escort at		Dropped Escort off at	

Trooper	Employee ID#	Badge No.	Section
Vehicle Number	Number of Miles Driven		
Beginning Time of Shift	Ending Time of Shift		
Total Hours Worked	Officer Signature		

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Vehicle Number	Number of Miles Driven		
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Vehicle Number	Number of Miles Driven		
Beginning Time of Shift	Ending Time of Shift		
Total Hours Worked	Officer Signature		

Supervisor's Signature	Date
Approval Signature	Date