



PORT OF ENTRY PROGRAM

Purpose

The purpose of this policy is to implement Board policy 4062 directing the Director to establish and maintain a program to monitor and control the sizes and weights of all vehicles using Idaho highways.

Legal Authority

- Idaho Code 40-510 - Port of entry stations established; motor vehicle investigations; Board authority to employ individuals. The Board is authorized to appoint employees at ports of entry as limited peace officers for the purpose of enforcing the weight and size limitations that apply to motor vehicles travelling on state highways.
- Idaho Code 40-511 - Authority to stop and inspect vehicles at port of entry stations or any check stations established by ITD. Allows ITD to establish “check stations” in addition to port of entry stations. Allows weighing of vehicles on either fixed or portable scales. Port of entry employees may employ sirens and flashing lights to stop vehicles that fail to heed a port of entry or check station and direct the driver to return to the port of entry or check station.
- Idaho Code 40-512 - Penalties for failure to stop at port of entry or check station or to allow inspection at port of entry station.
- Idaho Code 40-317(6) - Board authority to negotiate and enter into bilateral agreements with designated representatives of contiguous states for the “manning and operation of jointly occupied ports of entry”.
- Idaho Code 49-123(2)(b) - Authorized emergency vehicle defined.
- Idaho Code 49-910A - Vehicles authorized by the Idaho Transportation Board for use in the enforcement of vehicle laws specified in section 40-510, Idaho Code, may display red flashing lights.

A size and weight monitoring program, consisting of a mixture of permanent ports of entry and roving teams, that effectively oversees the size and weight of vehicles traveling on routes that receive federal funding shall be developed in accordance with the following mission statement:

“To ensure consistent and uniform compliance with motor carrier laws, rules, and regulations to provide quality assistance and information; and to assist in the preservation of the highway system and the safety of the traveling public.”

The Motor Vehicle Administrator, in conjunction with the Port of Entry Manager, is responsible for statewide oversight of the ports of entry, and shall ensure statewide uniformity of standards and practices. The Divisions of Motor Vehicles and Highways shall work together to ensure a well-managed and maintained size and weight enforcement program that protects the public’s investment in the State Highway System. (See attached Port of Entry Responsibility Matrix.)

On an annual basis the Port of Entry Manager or a delegate shall evaluate the need for roving weigh sites and recommend locations for the sites. Upon determining the locations of roving weigh sites, the District Engineer may construct roving weigh sites with the advice and the consent of the

Motor Vehicle Administrator or a delegate:

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- in conjunction with other highway projects,
- separately from other projects, or
- using District maintenance budgets.

The Motor Vehicle Administrator or a delegate may negotiate and enter into agreements with neighboring states to establish rules, policies, and operating procedures for jointly operated ports of entry. The peace officer authority contained in Section 40-510, Idaho Code, may be extended to employees of adjoining states following the implementation of bilateral agreements for joint operations of ports of entry as outlined in Section 40-317, Idaho Code. The Motor Vehicle Administrator or a delegate shall establish such commissions and ensure the proper training of affected employees of adjoining states.

The Port of Entry Manager shall establish the days and hours of operations of the port of entry facilities, based upon the following:

- available manpower,
- average daily commercial traffic on monitored routes,
- request for assistance from other agencies or departments,
- additional staffing needs at other department facilities, and
- operating hours of other ports of entry.

Shift schedules shall be maintained in accordance with applicable rules and regulations as set forth in the Human Resource Services manual.

Signed _____

Date April 16, 2014

Brian W. Ness
Director

Port of Entry Responsibility Matrix
Attachment to Administrative Policy 5062

<u>Task or Function</u>	<u>Work Performed By</u>	<u>Budget FY99 +</u>
Scales – Portable		
- Repairs	DMV or Contractor	DMV
- Maintenance	DMV	DMV
- Replacement or New	DMV	DMV
Scales – Fixed		
- Repairs	DMV or Contractor	DMV
- Maintenance	DMV or Contractor	DMV
- Replacement or New	District or Contractor	District w/ DMV input
- Certification Checks	DMV or Contractor	DMV
- Ramps	District or Contractor	District
Scales – Weigh in Motion / Automatic Vehicle Identification		
- Repairs	DMV or Contractor	DMV
- Maintenance	DMV or Contractor	DMV
- Replacement or New	Contractor	HQ - Traffic
- Pavement Prep & Mtce	District or Contractor	COO
Buildings		
- Routine/Major Maintenance	District	District w/ DMV input
- Major Repair	District or Contractor	District
- Janitor	District or Contractor	DMV
- Utility Billings	District or DMV	DMV
- New or Replacement	District or Contractor	District w/ DMV input
- Communication Equip	DMV, Contractor, or BOC	DMV
- Computers	District Coordinators	DMV
- Interior Remodeling	District or Contractor	DMV
Other		
- Rover Turnouts	District	District w/ DMV input
- Sanding/Snowplowing	District	District
- Replacement Vehicles	HQ Mobility Services	HQ Mobility Services_w/ DMV input
- Special Order Equipment	District or DMV	DMV
- Uniforms	District or DMV	DMV
- Fuels	District	District
- Vehicle Maintenance	District	District
- Incident Response	District	District
- Supplies	District	DMV
- Time Sheet Data Entry	District	District
- Expense Reimbursement	District	DMV
- Emergency Operations	DMV	DMV