

Chapter Trans 275

APPLICATION FOR AND ISSUANCE OF SINGLE TRIP
PERMITS BY TELEPHONE

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Note: Chapter Trans 275 was created by emergency rule effective March 1, 1983.

Trans 275.01 Purpose and scope. (1) The purpose of this rule is to establish the general policies which apply to applying for and issuing single trip permits by telephone under s. 348.26 (1m), Stats.

(2) The scope of this rule includes all applicable provisions of s. 348.26 (1m) and requirements contained in ch. 341 to ch. 349, Stats. This chapter applies only to applications for and issuance of single trip permits under s. 348.26, Stats.

History: Cr. Register, September, 1983, No. 333, eff. 10-1-83.

Trans 275.02 Definitions. The definitions of words and phrases in chs. 340, 348 and 990, except s. 990.01 (12), Stats., and ch. Trans 250, apply to this chapter.

History: Cr. Register, September, 1983, No. 333, eff. 10-1-83.

Trans 275.03 Persons authorized to use telephone procedure. (1) Applications for single trip permits by telephone shall be accepted from and single trip permits shall be issued by telephone to only those persons who have applied for and received approval from the department for use of the telephone procedure.

(2) Applications for approval to use the telephone procedure shall be submitted to the Department of Transportation, Chief Traffic Engineer, P.O. Box 7916, Madison, Wisconsin 53707. Applications shall be on the applicant's business stationery and shall include:

(a) A statement that approval to use the telephone procedure to apply for single trip permits is requested.

(b) A statement that, if approval is granted, the applicant will pay for the permits obtained by telephone within 21 days after receipt of the department's invoices.

(c) The address to which invoices and other correspondence concerning permits issued by telephone may be sent. More than one address may be provided if the applicant wishes separate invoices. The department shall consider each address as a separate application.

History: Cr. Register, September, 1983, No. 333, eff. 10-1-83.

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Trans 275.04 Bond. (1) The applicant for approval for use of the telephone procedure shall deposit with the department a good and sufficient surety bond guaranteeing payment of fees for permits issued by the department by telephone to the applicant. The amount of the bond shall be not less than 2 times the fees which applicant estimates may be incurred in any calendar month. The form of the bond and the surety is required to be in a form acceptable to the department before approval to use the telephone procedure is given.

(2) Any bond filed with the department under this section shall contain a clause stating that the bonding company shall notify the department at least 30 days prior to the effective date of any suspension, revocation or cancellation of the bond. Any notice of suspension, revocation or cancellation of a bond under this section is not effective until 30 days after the date it is received by the department.

(3) Any bond filings, notices of suspension, revocation or cancellation of bonds and any correspondence relating to bonds shall be submitted to the Department of Transportation, Chief Traffic Engineer, P.O. Box 7916, Madison, Wisconsin 53707.

(4) In lieu of the bond, the applicant may deposit a sum of money not less than 2 times the fees which the applicant estimates may be incurred in any calendar month. The deposit may be in the form of cash, certified check, cashiers check, corporate check or personal check. If a corporate or personal check is utilized, no authorization to use the telephone procedure shall be issued until the check has been honored. The invoice and payment provisions of ss. Trans 275.08 and 275.09 apply to an applicant utilizing this subsection. The deposit under this subsection shall be returned to applicant upon the applicant's request less any unpaid invoices. The applicant's authority to use the telephone procedure shall be revoked upon the applicant's request for return of the deposit.

Note: The department does not have a form for this bond. A guarantee of payment bond in the standard form normally used by the bonding company should be used.

History: Cr. Register, September, 1983, No. 333, eff. 10-1-83.

Trans 275.05 Authorization code. (1) The applicant shall select an authorization code consisting of any combination of letters or numerals, or both. The combination shall consist of 5 digits and may not include the numeral zero (0). The applicant shall advise the department in writing of the code selected either as a part of the initial application or after approval of the application but before applying for permits. If more than one address has been designated under s. Trans 275.03 (2) (c), different authorization codes shall be selected for each address.

(2) When a permit is requested by telephone, the department shall ask the caller for the authorization code and no permit may be issued unless the authorization code is correctly provided.

(3) After the application is approved, the applicant may change the authorization code or codes at any time by notifying the department in writing of the new authorization code which the applicant has designated for each account number assigned under s. Trans 275.07 (1).

History: Cr. Register, September, 1983, No. 333, eff. 10-1-83.

Trans 275.06 Caller code. In addition to assigning an authorization code to each account, the applicant may assign up to 35 caller codes to Register, December, 1987, No. 384

individuals who are authorized to request permits on the applicant's behalf. Each caller code shall consist of a single letter or a single numeral from 1 to 9. If caller codes are assigned, the department's invoices shall show the caller code for each permit issued.

Note: The caller codes are intended to assist the applicant in reviewing the invoices and permits issued. The department will not determine whether or not the caller code is valid before issuing permits.

History: Cr. Register, September, 1983, No. 333, eff. 10-1-83.

Trans 275.07 Approval for use of telephone procedure. Upon receipt of an application to use the telephone procedure which complies with ss. Trans 275.03 and 275.04, the department shall approve the application and advise the applicant in writing. At that time, the department shall:

- (1) Assign an account number for each billing address the applicant has requested and advise the applicant of the number or numbers.
- (2) Advise the applicant of the telephone number to be used in applying for permits.
- (3) Furnish the applicant with an initial supply of the form on which permits are to be written when a permit is issued by telephone.

History: Cr. Register, September, 1983, No. 333, eff. 10-1-83.

Trans 275.08 Invoices. The department shall mail monthly invoices to each applicant who was issued one or more permits during the preceding billing period. The invoices shall include the permit number of each permit issued, the caller code, if any, of the person who requested the permit, the fee for each permit, and the total amount payable to the department.

History: Cr. Register, September, 1983, No. 333, eff. 10-1-83.

Trans 275.09 Payment of invoices. The applicant shall pay each invoice within 21 days of its receipt.

History: Cr. Register, September, 1983, No. 333, eff. 10-1-83.

Trans 275.10 Limitations on applying for permits. (1) Applications by telephone for single trip permits will be received by the department between 7:30 a.m. and 3:30 p.m. Monday through Friday except on New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. When any of the named holidays falls on Sunday and is celebrated on the following Monday, permit applications will not be received on the day celebrated as the holiday.

(2) Approved applicants may apply for single trip permits by telephone provided the overall size and weight of the loaded vehicle or vehicles do not exceed a:

- (a) Length of 95 feet for a combination of vehicles;
- (b) Length of 50 feet for a single vehicle, except 60 feet for a mobile crane;
- (c) Width of 14 feet;
- (d) Height of 15 feet;

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(e) Gross weight of 120,000 pounds.

(3) The department may decline to accept applications for more than 2 permits during a single telephone call.

Note: This provision is intended to allow the department to free its telephone lines for use by other applicants during periods of high workloads. If workload is low and other telephone lines are free, additional applications may be accepted.

(4) An approved applicant may only apply for permits for loads to be carried on a vehicle which is owned, leased or controlled by the applicant and not on a vehicle which is controlled by any other person.

(5) A permit which is requested by telephone may be issued only by telephone.

(6) A permit which is requested by any means other than by telephone may not be issued by telephone.

(7) The department may not accept collect telephone calls.

History: Cr. Register, September, 1983, No. 333, eff. 10-1-83.

Trans 275.11 Permit application procedure. (1) To request a single trip permit, the applicant shall telephone the department using the number provided under s. Trans 275.07 (2) and provide the assigned account number.

Note: All calls to this telephone number will be tape-recorded.

(2) When requested by the department as required under s. Trans 275.05 (2), the applicant shall also provide the authorization code and caller code, if any.

(3) When requested, the applicant shall provide all other information regarding the proposed transportation as shown on the department's permit application form.

(4) When the permit is issued, the applicant shall copy it, as dictated by the department, on the form provided under s. Trans 275.07 (3), and shall sign and date the form.

History: Cr. Register, September, 1983, No. 333, eff. 10-1-83.

Trans 275.12 Permit retransmittal. The applicant may retransmit an approved permit by telephone provided that the person to whom it is retransmitted copies it on the form provided under s. Trans 275.07 (3) or may mail or personally deliver the copy of the permit which he or she first wrote to another person but may not retransmit the permit by other means.

History: Cr. Register, September, 1983, No. 333, eff. 10-1-83.

Trans 275.13 Permit to be carried. A copy of the permit on the form provided under s. Trans 275.07 (3) shall be carried in the vehicle to which it applies during the transportation for which it was issued.

History: Cr. Register, September, 1983, No. 333, eff. 10-1-83.

Trans 275.14. Suspension or revocation. (1) Failure to comply with any provision of this chapter; suspension, revocation, cancellation or expiration of the bond under s. Trans 275.04; or a total of fees owed to the department greater than the amount of the bond or cash deposit shall be

good cause for the summary suspension, upon notice verbally or in writing, of the approval to use the telephone procedure. The department may revoke its approval for good cause after providing the applicant a reasonable opportunity for a hearing. The length of the suspension and other matters pertaining to the suspension or revocation shall be determined by the department.

(2) If the department has suspended an applicant's authorization to use the telephone call-in procedure because the applicant's bond is insufficient to cover the permit fees due, the department may remove the suspension upon the applicant's compliance with either of the following provisions:

(a) The applicant's submission of a bond which is not less than $2\frac{1}{2}$ times the total of the fees for permits issued during the preceding 30 calendar days; or

(b) The applicant's payment of the total permit fees due. Any such payment shall be made in cash or by money order or by certified check.

History: Cr. Register, September, 1983, No. 333, eff. 10-1-83.

Trans 275.15 Permit services. In the case of persons whose business is obtaining permits for other persons and who have entered into a contract with the department for placing communication equipment in the department's office and guaranteeing payment of fees, the department may waive the provisions of ss. Trans 275.04 and 275.10 (4).

History: Cr. Register, September, 1983, No. 333, eff. 10-1-83.