



**TODAY:**

**EVERYONE HERE IS GOING TO BE A PILOT OPERATOR.**

You are working for a small to medium size transport company that usually just hauls varied freight. They have hauled the odd oversize load, but nothing needing pilot vehicles. Today a customer has asked your company to haul a much larger load.

Your company knows they need a permit; but when they call in they find that they also need a pilot vehicle.

Your company phones around to get prices and availability

of a pilot vehicle. All are busy, and your company has not bid the price with the extra cost of a pilot vehicle built in.

So, you are pulled from where you are working and told that they need you to go escort the company driver. You ask what it involves and they say all you need to do is just turn on all the lights and drive. **“There is nothing to it, anybody can get behind the wheel and do the job.”**

All too often at the present time the previous scenario repeats itself. Companies pull people out of the shop, yard or office and say today you are going to escort a large load. They are given no information or training about what to do.

That includes no information on what to watch for or tell a driver. No information on how to operate the radio. No information on how to help a load move around obstructions. No information about any regulations pertaining to what they are about to do.

The following video has some of the types of things you may encounter on your trip.



After watching the clip; do you have any questions or thoughts on what you might have had to do, if anything, when traveling with the large load?

Did you notice any possible hazards?

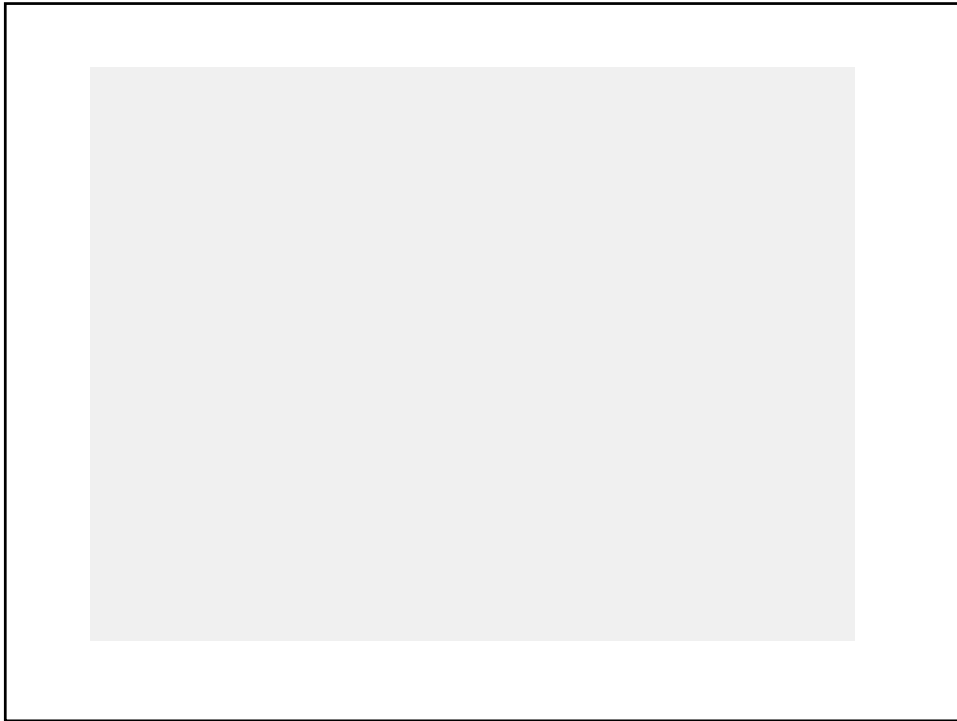
So Now That You Are “Pilot Operators” –  
We Will Enter My World

**LET THE GAMES BEGIN!**

I'm a Pilot Car, and this is what I have just been hired to escort.... Without experience ?



SUPER LOAD, Ahhhh.... S\*^T! WHAT DO I DO NOW ?



Before A Prospective Employee Starts:

1. I ask if they have any knowledge of piloting oversize loads
2. I ask for a driver's abstract and driver's license
3. I explain to them that this job is part-time, on call
4. I tell them I cannot guarantee them a set number of hours

5. I explain what a pilot operator does
6. If I think the person may be able to do the job, I ask them to ride along with me on a short unpaid run
7. After this run, if they are still interested, comes the training of what I require my employees to do

#### **ON THE JOB TRAINING:**

The first thing we go through is a check of equipment carried in the vehicle

Second is the operation of pilot sign, lights and radio

Then we go to my every day pre-trip circle check requirements

- this includes oil & fluid level checks of vehicle
- checking to see that signal lights, headlights, tail lights, hazard lights and lights on pilot sign are all working
- checking to make sure no tires are low
- making sure fuel tank is full – VERY IMPORTANT





Number two piece of paperwork to be filled out.  
Without this the trip will not get billed and company  
will not get paid for work done.



**SPARROW**  
PILOTING SERVICE Ltd.  
436 First Street East  
Saskatoon, Saskatchewan  
Canada S7N 4S4  
Phone: 306-244-2350  
Fax: 306-653-0592  
website: www.sparrowplot.741.com

DATE: \_\_\_\_\_

Bill To: \_\_\_\_\_  
Address: \_\_\_\_\_  
Permit #: \_\_\_\_\_  
Pilot Name & Unit #: \_\_\_\_\_

Load Type: \_\_\_\_\_  
Pickup Point: \_\_\_\_\_  
Drop Points: \_\_\_\_\_  
Carrier: \_\_\_\_\_  
PO#: \_\_\_\_\_  
Truck Driver: \_\_\_\_\_  
Unit Number: \_\_\_\_\_  
Signature: \_\_\_\_\_

Kilometer Total:	Dead Head:	\$
Hours @		
Overnight:		
Extra Drop:		
Fuel Surcharge:		
G.S.T. #135977817		
<b>TOTAL:</b>		<b>\$</b>

**TERMS: DUE WHEN RENDERED**  
The customer acknowledges that the services listed above are satisfactorily completed and that the charges listed hereon are correct. Late charges are payable at the rate of 24% per annum on all accounts not paid within 30 days, and the customer is responsible for any legal costs incurred on a solicitor and client basis for the recovery of any debt owing. Accounts over 120 days will be posted to a slow pay website.

White • Office Copy    Yellow • Billing Copy    Pink • Driver Copy    **INVOICE # P 4334**

New paperwork that we are considering adding to help keep track of any problem areas for future discussion

ESCORT PRE-TRIP CHECKLIST			
	Name	Phone	Certification Number
<b>ESCORT DRIVERS</b>			
	Escort Company Name	Address	City, Province/State
	Carrier Company Name	Move Starting Location	Move Ending Location
	Truck Driver Name	Truck Driver Phone #	Radio Channels
	Permit #(s) and Jurisdiction	Load Width	Load Length      Load Height
1.	Do pilots have a copy of the permit(s)?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
2.	Was load measured by pilot operator(s)?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
3.	Was route discussed with all pilots and truck driver?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4.	Have break locations been determined?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
5.	Does everyone have a working radio and is on the proper channel?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6.	Are all required signs up, visible and clean?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7.	Are all required lights working?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
8.	Do all pilot cars have the required equipment?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
9.	Is a height pole required, and if so, is it 3" to 6" above the height of load?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
10.	Are any enforcement escorts required?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
11.	Are utilities required to move wires?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
12.	Does everyone have each others cell phone # in case of an emergency?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
13.	Have all critical areas along the route been identified and discussed?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
14.	Was a route survey performed? Does everyone have a copy?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
15.	Is the route complicated and/or are direction difficult?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
16.	Does everyone understand the regulations and the permit?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	<b>Name (Print)</b>	<b>Signature</b>	<b>Date &amp; Time</b>
Remarks / Comments:			

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Paperwork we occasionally get from companies we are doing the work for.

MAMMOET		TRUCK TICKETS		JOB DISPATCH FORM	
Canada Western Ltd.		Hija		12920-53 <sup>rd</sup> Street N.E.   Edmonton, Alberta   T6B 1Y6 Tel: (780) 448-0582 • Fax: (780) 482-6157	
<b>GENERAL INFORMATION</b>					
BY: EVA		PROJECT MANAGER: Nicola Newson 780-818-6854			
CUSTOMER: CNRL		PERMIT START DATE: July 24, 2014			
CLIENT: JNE Welding		SERVICE ORDER NO.: 7043-PO42-E2			
<b>LOAD INFORMATION</b>					
COMMODITY: PUMP BOX		SERIAL/LUMP NO.: 25-FB-2003 UFFYR			
LENGTH: 35	WIDTH: 24	HEIGHT: 15.7	WEIGHT: 58 653 KG		
<b>EQUIPMENT</b>					
TRUCK UNIT #: 845 RANCO COATES		TRUCK LICENSE NO.: J91769		FRONT TIRE SIZE: 18	
TRAILER OPI #: 295 ERK GILLET		TRAILER OPI #: 391943/319342		TRAILER TYPE: 8 LINE RS # 28	
PILOT: SPARRROW PILOT		PILOT:		TRAILER NO.: 391943/319342	
PILOT: SPARRROW PILOT		PILOT:		AXLES: 11 WHEELS: 64	
<b>TRANSPORTATION</b>					
ORDER: JNE WELDING		ADDRESS: 3918 THATCHER AVE, SASKATOON			
PICK UP DATE: JULY 24, 2014		TIME: ASAP PM			
LOADING CONTACT: IAN RHEALINE		PHONE: 306-242-0884			
DEPARTURE DATE: JULY 24, 2014		TIME: ASAP CONVOY WITH:			
DIRECTIONS: LOAD AS PER SITE INSTRUCTION. PLYWOOD TO LOAD.					
***MUST** CALL IN AND CONFIRM HEIGHT ONCE YOU ARE LOADED, THANK YOU***					
***PLEASE ENSURE ALL PILOTS ARE INCLUDED IN MANDATORY TAILGATE MEETINGS PRIOR TO DEPARTURE AND THAT THEY** RECEIVE A COPY OF THE DISPATCH SHEETS					
OBTAIN SCALE TICKET AT ROADWAY VIB IF OPERATOR IS ON DUTY! LOAD: JULY 23, DELIVER: JULY 24					
<b>INSTRUCTIONS</b>					
DESTINATION: PARK DEROCHE COATINGS		ADDRESS: 28139 HWY 12, SASKATOON, SK L8D 9W8-28-9W2			
DELIVERY DATE: JULY 24, 2014		TIME: ASAP			
SITE CONTACT:		PHONE: 306-934-6666			
DIRECTIONS:					
ROUTING CITY:					
ROUTING HWY:					
RETURN:					
<b>INSTRUCTIONS</b>					
<b>ESCORT INFORMATION</b>					
COMPANY	REFERENCE NO.	INSTRUCTIONS			
SASKPOWER	307000018				
CORMAN PARK	2014-102				
ON	N/A				
CITY OF SASKAT	OK				
POLICE	OK				
<b>PERMITS</b>					
PERMIT DIMENSION	L: 35 M	W: 7.31 M	H: 6.05 M	PERMIT WT: 130,200 KG	
STEERING WT	7200 KG	SPECIAL EQUIPMENT:	EMPTY PERMIT	N/A	COST
DRIVER WT	19000 KG	PUSHER TRUCK:	5M MT PERMIT	N/A	COST
JEEP GWP WT	KG		LOADED PERMIT	1674879	COST
TRAILER GWP WT	26000 KG		RETURN PERMIT	1674889	COST
BOOSTER GWP WT	KG				

Part of "Best Practices" for a Pilot Operator – Review Permits

### CERTIFIED PILOT/ESCORT VEHICLE OPERATOR HANDBOOK

2. Ensure appropriate emergency equipment is on hand and available to all team members
3. Review emergency procedures with team
  - a. Review procedures for communicating emergency situations
  - b. Review procedures to abort the transport
4. Review load limitations
  - a. Ground clearance
  - b. Load height
  - c. Maneuverability and turning limitations
5. Review contingency plans for emergencies, enroute transfer of escort responsibilities and vehicle breakdowns
  - a. Identify point of transfer for an enroute transfer of escort responsibilities
  - b. Identify the first available safe stopping site for an enroute transfer of escort responsibilities

#### 3.4.3 Review permits

1. Confirm accuracy of travel dates, travel times, point of origin, destination, truck identification and license number, trailer number, route and load dimensions
  - a. Measure load to validate permit specifications
2. Determine if a route survey was completed
  - a. Review for changes by permit agency
  - b. Review for previously unidentified route obstructions and potential hazards or safety issues
3. Complete route sheets for permit designated route if not done as part of pre-trip planning
  - a. Review and ensure distribution of route survey to team
  - b. Cross reference route to maps or electronic medium
4. Determine if advance notifications are designated for law enforcement, railroads, toll road stations and utilities
  - a. Confirm the indicated advance notifications have been completed

#### 3.4.4. Communications review

1. Ensure all members of the team are equipped with a two-way radio
2. Identify two-way radio channel
3. Run a test on communications equipment and designated channel
4. Familiarize yourself with each team member's voice

#### 3.4.5. Prepare for load movement

1. Check and mount Oversize Load signs, flags and pilot car lights in accordance with regulations
2. Determine the placement of the team vehicles during transport
3. Set vertical clearance measuring device, "height pole," as necessary
  - a. Set height consistent with state regulations and in cooperation with the load driver
  - b. Daily verify accuracy of height pole setting by visually comparing the pole setting to the highest point of the load when the escort vehicle is parked parallel to the load (ensure the load and the escort vehicles are on level surfaces when measuring)



After dealing with the paperwork; then we get back to the actual operation of a pilot vehicle going with a load.

1. Put your reflective vest on
2. Set up the sign
3. Start the truck
4. Turn on headlights on low beam
5. Turn on lights on pilot sign, normally outboard flashing
6. Turn on radio and do a sound check with load driver
7. Do tailgate meeting with others involved in the move to find out routing, where each pilot will be (when more than one on load), check for possible load trouble spots, review permit requirements

Now that we have determined where you will be in regards to the load and other pilots, the load can get under way.

Now the **most extensive part** of your training is about to begin.

You will find I demand a lot as well as expect a lot from my employees.

Phase 1 – The Trail Pilot



Phase 2 – The Lead Pilot



More Things You May Encounter During Your Training:



This is just a ***taste*** of what I train my employees to do.

I do not allow them to go on their own with a customer until

they have worked with me for at least four weeks.

I will also be requiring all future employees to take a

“Pilot Escort Vehicle Operator” Certification Course.

**CERTIFIED PILOT/ESCORT VEHICLE OPERATOR HANDBOOK**

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This is the course outline of what is currently taught in the Washington Course. The course, with Canadian content (mostly Western Canada at the present time) is taught by an instructor out of Regina.

Example of Pilots Doing A Proper Job:



