



Project Management & Construction Services

Standard Operating Procedures

Policy and Procedures Manual

Procedure for Large Delivery Vehicles

Purpose

- To define a consistent process for notification and approval of large delivery vehicles, specifically tractor trailer trucks, cranes or large man-lifts, on campus for Capital Projects.

Objective

- To provide clear guidelines for Project Managers to ensure that the proper entities have been notified of a large delivery vehicle coming onto campus and that approval has been obtained well in advance of the actual date the vehicles will be brought onto campus.

Project Team Responsibilities

Project Manager

- Project Managers must evaluate the Scope of Work and the submitted Contractor Construction Schedule to determine approximate delivery milestones for each project that requires use of a large vehicle, crane or tractor trailer truck.
- Project Manager should include Deliveries as a topic for the weekly project meeting agenda to discuss approximate delivery dates; anticipated mode of delivery and determine location of the delivery in relationship to the project site.
- Project Manager will confirm that an email titled “Urgent Request for Large Vehicle Delivery” requesting the space and providing as much information as possible be forwarded to Parking and Transportation Event Manager using the following email: eparking@www.utexas.edu and that it will be completed on the Parking Request Form.
- The Project Manager must verify that a request for escort from the University of Texas Police Department be scheduled each time a vehicle is forced to operate against a normal traffic patterns either coming into, or leaving, the campus.
- The Project Manager must verify that proper safety precautions are taken by the contractor prior to authorizing final delivery plans through means of the Job Hazard Analysis that has been reviewed and approved by the Safety Officer.

Contractor



Project Management & Construction Services

Standard Operating Procedures

- General Contractor must provide a minimum of 3 working days notification to allow adequate time to notify Parking and Transportation and to request approval of the location requested for vehicle parking for off-loading.

Actions by Phase

Pre-Construction Phase

- The Project Manager must review the delivery; crane set up or lift requirements and Job Hazard Analysis with the contractor during the Pre-Construction Conference meeting; and,
- The Project Manager must require the contractor include projected delivery dates for this equipment or vehicles as a milestone in the Construction Schedule.

Construction Phase

- The Project Manager will include a line item in the Weekly Project Agenda to include discussion of large vehicle deliveries on campus.
- The Project Manager will assure that the Contractor has completed a Job Hazard Analysis form and forwarded this to the Facilities Services Safety Coordinator for review and approval (if bollards or chains must be removed by UT Police Department that should be noted in the Job Hazard Analysis also).
- The Project Manager will include a line item in the Weekly Project Agenda to include discussion of large vehicle deliveries on campus.
- No less than three (3) days before the confirmed date and time of the equipment or vehicle, the Project Manager will assure that a parking request be submitted to Parking and Transportation Special Events Manager requesting final approval of this action. The request must be on the Parking Request Form. The form must include the following information:
 - a. CP number, Building Code and Project Name;
 - b. Type of vehicle coming onto campus;
 - c. Times the vehicle will arrive and leave;
 - d. What safety precautions the General Contractor will utilize (Job Hazard Analysis description);
 - e. The location requested to park the vehicle using a Parking and Transportation map designating the spaces to be used for parking the vehicle as well as the route to bring the vehicle onto the campus; and,
 - f. The Project Manager must identify if the vehicle would violate normal traffic patterns in order to enter or exit the campus. This would require an escort from the University's Police Department should it occur.



Project Management & Construction Services

Standard Operating Procedures

- When the Project Manager receives written approval from Parking & Transportation, they will notify the General Contractor and the project team of the approval and any specific considerations that may be required by Parking and Transportation or the Safety Coordinator.
- If it appears that the location for parking or staging the vehicles could result in preventing access by pedestrians who have special needs, the Project Manager will be responsible for notification of the approved activity to the office of Linda Millstone, Associate Vice President for Institutional Equity and Workforce Diversity. Ms. Millstone's office may send out special notification campus wide with alternate routes for persons with special needs.

- These responsibilities may be delegated to the Construction Coordinator however the Project Manager is responsible for assurance that all deliveries of materials or construction related vehicles are in compliance to this procedure and all approvals are in place prior to allowing the contractor to proceed with these actions.
- A Planner position also performs as a Project Manager and is required to comply with this procedure.

References

Parking and Transportation "Parking Request" form may be found on the forms index of the server.