

Policy and Procedure for Access to Tollway property.

Created Jan 2008
Revised Jan 2013

Purpose:

The purpose of this document is to define the conditions under which access to Tollway property will be allowed and the procedures that must be followed.

Intention:

It is the intention of this policy to protect the safety of customers using the Illinois Tollway and the party requesting access. The Illinois Tollway is a high speed, limited access, grade separated highway system that is fenced along its entire length. Access to the Illinois Tollway is limited to vehicles using the system, the Illinois State Police and employees of the Illinois Tollway. Access to the property for any other purpose is prohibited unless approved by the Tollway in writing

Access:

Access to Tollway property is allowed in accordance with the terms and conditions set forth in contracts and agreements, permits granted by the Tollway or by an Authorization Letter to allow access at a specific location for a limited amount of time. Access to Tollway property is allowed for specific work activities related to the installation, maintenance and operation of the Tollway or facilities located on Tollway property that are owned and operated by others. No other non-essential and non-emergency access is allowed, including, but not limited to, taking photographs, checking sight lines for bill boards, performing surveys for adjacent property and trimming trees and shrubs. Accident investigations are permitted only as required and specified by order of a court of competent jurisdiction issued upon application made thereto with proper notice given to the Tollway.

Emergency Access:

Provisions for emergency access to Tollway property are limited to municipalities, fire protection districts, Federal, State and County agencies, regulated utility companies, water protection, reclamation and supply districts and railroads. An emergency is defined as access necessary to manage an eminent or present danger affecting the general public. In the event emergency access is required, these entities shall notify District 15 of the Illinois State Police concurrent with access to Tollway property.

Insurance Coverage:

Any person or entity requesting permission to enter Tollway property must satisfy insurance requirements for coverage and limits as specified by the Illinois Tollway. A certificate of insurance showing the Illinois Tollway as additionally insured is also required.

Requirements for Access:

Any person(s) entering Tollway property are subject to the following conditions:

One vehicle is allowed to access Tollway property unless otherwise approved by the Tollway or provided for in a contract, agreement or permit.

The location of where the vehicle will be parked on the shoulder must be submitted and approved by the Tollway.

The vehicle is allowed to stop only on the wide right shoulder as far to the right as possible for no more than 1 hour. Depending on the location, the Tollway may require that a TMA (truck mounted attenuator) be positioned behind the vehicle. A TMA vehicle is typically rented from a traffic control company.

The vehicle must have an exterior working flashing yellow light positioned on the roof, operating emergency flashers and must display a company ID on each door. The ID is required so the Illinois State Police and Maintenance Department can verify the work party.

The vehicle parked on the shoulder must have its motor off, emergency brake set and front wheels directed away from roadway.

The vehicle is prohibited from using the median crossovers and driving against the flow of traffic on the mainline or ramps at any time.

All terrain vehicles or golf cart type work vehicles are not allowed on Tollway property without special approval.

A survey ahead sign must be erected, and, depending on the location, a shoulder closure may be required. If a shoulder closure is required, it must be called into the Tollway according to standard lane and shoulder procedures. Lane closures are not generally allowed. If a lane closure is required, a maintenance of traffic plan must be submitted and the closure must be specifically approved by the Tollway in advance.

All personnel must wear approved safety vests.

Only two people are permitted adjacent to mainline traffic.

Any person not in the general clear zone (within 30 feet of traffic) must be accompanied by an additional person to observe traffic while the other is engaged in work activities. No more than two persons are allowed within 30 feet of traffic.

Personnel accessing Tollway property shall not cross or run across the mainline or ramps at any time. Access to the I-pass lanes or the toll collection lanes is prohibited without prior approval.

Access is allowed only between 9am and 3 pm on weekday unless otherwise approved.

Access is not allowed during inclement weather - only during good visibility and dry pavement conditions.

There shall be no disruption of traffic at anytime for any purpose.

A copy of the authorization letter must be in hand on the job.

The date and time of the access must be scheduled.

A 3 day notice required.

Personnel must check in with a plaza supervisor if working near a plaza.

Personnel must contact the foreman of a Tollway maintenance facility prior to entry.

No activities are allowed within a construction project, maintenance activity or in any location where any type of traffic control is erected for other purposes.

Activities within a construction area must be coordinated and approved by the Project Manager in charge of the construction project.

All activities will be monitored by the Tollway.

The Tollway retains the right to terminate an access authorization and require the work party to vacate the property.

Documents relating to this Policy and Procedure:

Specification for Truck Mounted Attenuators (12-11-00)

Contractor's Insurance Requirements (7-19-01 2nd rev)

Insurance Requirements for Tollway Access (3-22-03)

Illinois Tollway: Maintenance of Traffic on Toll Highway Right-of-Way (4-15-04 3rd rev)

Illinois Tollway Requirements for Work Performed on Toll Highway Right-of-Way (1-15-03 4th rev)