

BAYONNE POLICE DEPARTMENT



TITLE: Work Site Evaluation / Pre-Construction Meeting Form

NUMBER OF PAGES: 1

EFFECTIVE DATE: October 15, 2018

Applicant

Location of Work Site (w/ cross streets) _____

Single Day Event ___ or Multi Day Event ___ Work Start Day & Date _____

Anticipated Finish Day & Date _____ Daily Start & Finish Times _____

Will Work be Performed on Weekends? Yes No If yes, provide details _____

Name of Company (or Individual) _____ Contractor Registration No. _____

Name of Person Submitting Application _____ Title _____

Birth Date _____ DL No. (Incl. State) _____ SSN _____

Note: If it is determined that extra duty Police personnel are required at this work site, the officer(s) must be requested a minimum of 48 hours prior to the start of the job. The CANCELLATION of the officer(s) requires a minimum of two (2) hours notice to avoid a four (4) hour mandatory bill.

Applicant (Print) _____ (Sign) _____ (Date) _____

Work Site Evaluation - Official Use Only

Date of Application _____ CC time and number _____

Give a brief description of the work being performed and special circumstances _____

Road Closure? Excavating? Mechanical Equipment being utilized? An officer may be required

Officer(s) required? Yes No If yes, how many? _____ Will this vary? Yes No

Vehicle(s) Required? Yes No If yes, how many? _____ Will this vary? Yes No

Working Hours - Start _____ End _____ Hours for P.O. (if different) Start _____ End _____

Is this job ready to be hired by the hiring officer? No Yes

Is this an emergency job? Yes No If yes, officer(s) hired _____

Supervisor Name (Print) _____ Supervisor Name (Sign) _____

Work Site Guidelines and Information

The City of Bayonne requires that all persons, contractors or utilities shall comply with the provisions of the Manual On Uniform Traffic Control Devices (**MUTCD**). The manual may found online at <https://mutcd.fhwa.dot.gov>. Contractor training in MUTCD is strongly recommended. Go to www.atssa.com for class information or to order a printed MUTCD manual. Refer to the bayonnenj.org website for a full posting of city ordinances, specifically Chapter 7 and 25.

The City of Bayonne strictly enforces the provisions of **M.U.T.C.D.**

Prior to beginning any work where the flow of pedestrian or vehicular traffic may be affected, a pre-construction meeting, or work site evaluation, is required with Bayonne Police (Ord. 25-3.3). Persons requesting this meeting shall call or respond to the Police Traffic Unit (see below). Evaluations are conducted Monday thru Friday, 7 am to 2 pm. Associated paperwork can be found at bayonnepd.com

Insurance Requirements. Policy Endorsement naming City of Bayonne as additional insured with **GL limits of 1M/2M, primary and non-contributory & waiver of subrogation.**

Emergency work? Call 201-858-6900

Any work performed on JFK Blvd. is subject, additionally, to Hudson County jurisdiction. Please call Ken Stabile, County Engineer, at **201-369-4340 x4162**

Commercial vehicles over 8000 lbs are prohibited within City limits (7-21). Local truck traffic shall take the most direct route to and from Rt. 440.

Digging? Call 811. A valid One Call ticket shall be presented upon demand

Billing Questions? Please call the Bayonne Police Billing Office at 201-858-6944 or email susan.matus@bayonnepd.org

Need to hire a Police Officer? Call **201-858-5638 / 6942** at least 48 hours prior to job. Leaving a message does not confirm the hiring of an officer.

Need to cancel a hired officer or Change a scheduled Officer? This must be done at least 2 hours prior to job start to avoid a 4 hour charge. **No Answer or need immediate attention, call 201-858-6949**

Need No Parking signs? Available at the Bayonne Police Traffic Unit Monday to Friday 7am to 2pm Sign acquisition, posting and maintenance are your responsibility. Signs must be posted and maintained for a minimum of 48 hours prior to the start time of the event without exception. Signs may be picked up at the Traffic Unit during the above days and times. There is no charge for signs. Signs shall not be modified. All signs must be completely and fully removed at the conclusion of the event.

Parking meter at location? Call the Parking Utility at 201-858-6135 to arrange for meter bags to be purchased and installed.

*Bayonne Police Traffic Unit at the Bayonne Central Garage
330 Hook Rd, Bayonne NJ 07002*

201-858-6963, 6964, 6969 (c) 201-273-3053 traffic @bayonnepd.org

Directions- Hook Rd eastbound from Rt. 440, for ½ mile. Turn right after the gas pumps. Go to end of building, last door on right.