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RULES RELATING TO ADMINISTRATIVE PROCEDURES
FOR THE
DEPARTMENT OF TRANSPORTATION SERVICES
CITY AND COUNTY OF HONOLULU

RULE 1. AUTHORITY

Pursuant to the authority of Section 6-1202 (e) of the Revised Charter of the City and County of Honolulu, the rules hereinafter contained are hereby established.

RULE 2. PURPOSE AND OBJECTIVE

These rules govern procedures to be followed in processing application for services rendered to the general public and other government agencies by the Department.

RULE 3. DEFINITIONS

For the purpose of these rules, unless it is plainly evident from the context that a different meaning is intended, words and phrases used herein are defined as follows:

- a) "Department" means the Department of Transportation Services, City and County of Honolulu.
- b) "Director" means the Director, Department of Transportation Services.
- c) "City Charter" means the Charter of the City and County of Honolulu as revised by the Charter Commission, effective January 2, 1973.
- d) "City" means the body politics and corporate by the name "City and County of Honolulu."
- e) "City Council" means the City Council of the City and County of Honolulu.
- f) "MTL" means the Mass Transit Lines, Inc., a private firm under contract to the City and County of Honolulu.

RULE 4. METHODS WHEREBY THE PUBLIC
MAY OBTAIN INFORMATION

The public may obtain information as to matters within the jurisdiction of the Department by inquiring at:

- a) The Office of the City Clerk, City Hall, where there are on file all rules of the Department.
- b) The Office of the Department, First Floor, Honolulu Municipal Building, 650 South King Street, Honolulu, Hawaii, regarding street use permits.
- c) The Office of the Department, Third Floor, Honolulu Municipal Building, 650 South King Street, Honolulu, Hawaii, regarding policies, planning mass transit and free passes for the handicapped and elderly.
- d) The Office of the Department, Fourth Floor, Honolulu Municipal Building, 650 South King Street, Honolulu, Hawaii, regarding signs, markings, signals and street lights.
- e) MTL Office, 1140 Alapai Street, Honolulu, Hawaii, regarding bus schedules.
- f) Department of Finance, First Floor, City Hall, regarding the Traffic Code.

RULE 5. SUBMITTALS OR REQUESTS FOR INFORMATION

Inquiry may be made in person, telephone, or by submitting a request for information to the Director, Department of Transportation Services, in writing.

RULE 6. TYPES OF INFORMATION AND SERVICES AVAILABLE TO THE
GENERAL PUBLIC AND OTHER GOVERNMENT AGENCIES

<u>Service</u>	<u>Where to Apply</u>
A. <u>Street Usage Permit</u>	Permit Office, 1st Floor, Hon. Municipal Bldg.
A permit is required for:	
1. All construction work performed on City & County streets, highways, roads, lanes, paths, alleyways, driveways and/or sidewalks for the purposes of installing:	
a) Utility duct lines	
b) Sewer lines	
c) Water lines	
d) Storm drain lines	
e) Construction, reconstruction and/or repair of roads and sidewalks	
2. Parking on City and County roads for:	
a) Trucks to load and unload building materials at job site.	
b) Use or prohibit use of parking meter stalls in areas where construction work is in progress.	
c) To prohibit parking to provide the necessary space and clearance for the movement of trucks and equipment into and out of the construction sites.	
d) To ban parking in the areas where safety and precaution are necessary for the protection of the general public and property.	
3. Street closure (requires ordinance if longer than 30 days)	
a) During excavation on the roadway (5 days advance notice is required)	
b) During road construction or reconstruction (5 days advance notice is required)	
c) During demolition of a building (5 days advance notice is required)	
d) During special community-wide events (City Council approval is required)	

B. Parade/Motorcade Permit

Permit Office, 1st Floor,
Hon. Municipal Bldg.

A permit is required for any march, procession or assembly consisting of persons, animals, bicycles, or vehicles or a combination thereof, upon any public street, sidewalk or alley, which does not comply with normal and usual traffic regulations or controls.

Requirements for Permit

1. Application for a permit shall be made not less than 30 and not more than 325 days prior to the intended date of the parade, unless waived by this office.
2. Arrangements should be made with the Police Department for police escort by the applicant.
3. All requests for parades will be reviewed by the Police and Transportation Departments and other concerned departments before approval is given.
4. Major parades containing 500 or more persons and vehicles, such as "Aloha Week", "Kamehameha Day", and "Fourth of July" will require six months advance notice for processing.

Restrictions

1. No procession or parade, excepting funerals, the Armed Forces of the United States, the military forces of the State of Hawaii, and the forces of the police and fire departments, shall occupy, march or proceed along any street except in accordance with the permit issued by this office and other rules as are set forth herein which may apply.
2. Parade route and time may be changed or altered in order to minimize traffic congestion.
3. Permits will not be approved for a parade if any portion of the theme of the parade is directed at solicitations of funds, sale of merchandise, tickets or any other exploitation of the crowd.
4. Parades utilizing sound amplifying devices require prior City Council approval before they can be used.

C. House Moving, Movement of Oversize and/or Overweight Vehicles and Loads Permit

Permit Office, 1st Floor,
Hon. Municipal Bldg.

A permit is required if:

1. Width exceeds 9 feet including load.
2. Height exceeds 13½ feet including load.

3. Length exceeds: single vehicle - 40 feet including load.

Truck-tractors and semi-trailers - 55 feet including load combination of two units, 65 feet including load.

A permit from the Joint Pole Committee is required if the overall height exceeds 13½ feet.

In case of loads of such excessive widths, the applicant shall have filed with the issuing officer a certificate of any insurance carrier certifying that there is a Comprehensive Automobile Liability Insurance Policy covering said applicant, and his authorized agents, executors, administrators, heirs and assigns for liability in the minimum amount of \$100,000 for bodily injury to or death of one person in any one accident, and in the amount of \$300,000 for bodily injury to or death of two or more persons in any one accident, and in the amount of \$50,000 because of damage to or destruction of property of others in any one accident.

Loads of 14 feet in width or greater shall be moved only during the hours between 1:00 a.m. and 6:00 a.m. except in certain rural areas the issuing officer may, in his discretion, permit movements between the hours of 10:00 a.m. and 3:00 p.m. where traffic may be diverted over an alternate route and where the flow of traffic will not be unduly impeded by such movement.

Loads of less than 14 feet in width may be moved at any time except during peak hour periods of 6:30 a.m. to 8:30 a.m. and 3:30 p.m. to 5:30 p.m.

Exceptions: The foregoing limitations upon length shall not apply to vehicles transporting pipe, poles, timbers, reinforcing steel, structural steel, or other objects of a structural nature which cannot be readily dismembered.

D. Traffic Code

Dept. of Finance
First Floor, City Hall

The provisions of the Traffic Code are to provide for the regulation of traffic upon the public streets of the City and County of Honolulu; and such private streets, highways, or thoroughfares which for six months or more have been continuously used by the general public or which are intended for dedication to the public use as permitted in Section 264-1 HRS and are open for public travel but have not yet been accepted by the City, except private roads used primarily for agricultural purposes; and for bicycle paths constructed on easements granted to the City and County of Honolulu. The Traffic Code was prepared in compliance with Act 46, SLH 1970 and Section 3.205 of the City Charter.

Service

Where to Apply

E. Traffic Safety Education

Office of the Dep't.
4th Floor, HMB

Traffic Safety Education is available to the general public and other government agencies via safety classes, lectures, brochures, charts, posters, films and the communication media.

F. Bus Systems

MTL Office, 1140 Alapai
Honolulu, Hawaii

1. Copies of bus schedules and timetables are available at the MTL office by calling in person or in writing.

2. Free Bus Passes: Free bus passes are issued to the following:

a) Senior Citizens

Free bus passes are issued to senior citizens under the following conditions:

- Applicant must be 65 years or older. However, applicants are eligible to apply for passes three (3) weeks prior to their 65th birthday.
- Applicant must appear in person since a photograph must be taken with a City-owned camera.
- Applicant must present official documentation showing proof of age.

Example:

State Identification Card
Driver's License
Birth Certificate
Passport
Baptismal Paper with Seal

- U.S. addresses and zip code must be used when out-of-state residents apply for a pass. Out-of-state resident passes expire on December 31 of the year issued and one must reapply in person for a new pass. Local resident passes are good for the duration of their life.
- Passes may be obtained at the MTL Office, 1140 Alapai Street. Hours of operation are 7:30 a.m. to 4:00 p.m., Monday through Friday (except holidays).
- Photo I.D. cards will be mailed to applicant after a three (3) week processing period.
- There is no charge for obtaining these passes.

- When a pass is lost, destroyed, damaged or stolen, it will be reported to the Office of the Department of Transportation Services, Third Floor, Honolulu Municipal Building, 650 South King Street, for a replacement.
- b. Handicapped Persons (as defined in Sec. 28.2.2 (b) in Chapter 28, Revised Ordinance, Honolulu, 1969, as amended) issued under the following criteria:
- Office of
Department,
3rd Floor,
HMB
- Definition -- For the purpose herein "handicapped person" shall mean any individual who, by reason of illness, injury, advanced age, congenital malfunction, or other permanent or temporary incapacity or disability, including those who are non-ambulatory wheelchair-bound and those with semi-ambulatory capabilities, is unable without special facilities or special planning or design to utilize the public transit system as effectively as persons who are not so affected. It shall include physical or mental disability which clearly demonstrates that the person suffering from such disability is unable, without difficulty or assistance, to utilize the public transit system with or without the aid of an attendant.
- "Handicapped" shall also be deemed to include any incapacity or disability which results in the inability of a person to perform one or more of the following functions necessary for the effective use of public transportation facilities without significant difficulty:
- negotiating a flight of stairs, escalator or ramp;
 - boarding or alighting from a public transit vehicle;
 - standing in a moving public transit vehicle;
 - reading informational signs; and
 - walking more than 200 feet.
- Supporting evidence of handicapped. In the event the physical or mental disability of a person is not readily observable or discernible and cannot be adequately ascertained without supporting evidence for purposes herein, the applicant shall be required to submit proof of such disability by a licensed physician or any governmental agency involved in physical or mental handicapped program and recognize by the Department of Transportation Services.
- Issuance of bus passes. Any person who falls within the definition of a handicapped person as such term is defined in Section 28-2.2 (b) and who applies for a free bus pass at the Department of

Transportation Services shall be issued the same without charge; provided that special bus passes issued to persons utilizing wheel-chairs, walker-type of mobility aids or to persons who are unable to utilize the regular bus service due to a disability shall become effective only upon the availability of appropriately equipped buses or vans or other type of alternative transportation media or arrangement deemed appropriate by the City Council to accommodate such handicapped persons. Subject to the above-cited exception, the owner of a bus pass, upon the display of such pass to the bus operator, shall be entitled to ride the bus without payment of any fare.

A handicapped person may obtain an application (DTS Form 29) for a free bus pass and certification from one of the following agencies:

- Department of Transportation Services Offices
Third Floor, 650 South King Street Phone: 523-4581
- Honolulu Community Action Program
838 S. Beretania Street, Room 202
Honolulu, Hawaii 96813 Phone: 521-4531
- Lanakila Crafts, Inc.
1809 Bachelot Street
Honolulu, Hawaii Phone: 531-0555
- Hawaii Association To Help Retarded Children
245 N. Kukui Street, Honolulu, Hawaii 96817
Phone: 536-2274
- Waimano Training Home and Hospital
Waimano Home Road
Pearl City, Hawaii Phone: 456-6240
- Veterans Administration
P. O. Box 3198
Honolulu, Hawaii 96801
Phone: 546-8962
- Vocational Rehabilitation
P. O. Box 339, Honolulu, Hi 96809
Phone: 548-4640
- Easter Seal Society of Hawaii
1350 Hunakai Street
Honolulu, Hawaii 96816
Phone: 735-1747

- University of Hawaii Kokua Program
Bachman Annex 12
University of Hawaii Campus
Honolulu, Hawaii Phone: 948-7511

Upon completion of the application, it will be forwarded by the recipient of the form to the Department of Transportation Services Third Floor, Honolulu Municipal Building, 650 South King Street, for processing.

The City will issue a permanent-type photo pass effective January 1, 1977. All handicapped persons holding a card pass will be required to reapply for the photo pass before that date.

The bus pass shall be effective for one year or more from the date of issuance. It may be renewed thereafter upon the expiration of the prior term; provided the person requesting such renewal demonstrates at each renewal date that his mental or physical condition warrants his continued status as a handicapped person as defined in this section. Notwithstanding the above-mentioned provision, a handicapped person who presents a medical certificate certifying that his disability or incapacity is of a permanent nature may be issued a permanent pass upon the discretionary judgment of the Director of the Department of Transportation Services.

A bus pass effective for less than a year may be issued to a handicapped person whose disabled condition is not expected to remain for a full year. Such pass shall be effective for any appropriate period equal to the expected duration of the person's disabled condition. Such pass may also be renewed, if warranted, for any additional period equal to the expected disabled condition.

Any person issued a bus pass under this subsection who is convicted under Section c. Non-transference of Bus Passes and Penalty, Page 10 of this document, shall be denied the use of the free bus pass for one year from the date of such conviction.

- Attendant of a handicapped person. A handicapped person unable to board, ride and alight from City buses must be accompanied and assisted by an attendant to board, ride, and alight from these buses to prevent injury and harm to himself and other passengers. An attendant who accompanies and assists the handicapped bus patron to board, ride, and alight from the bus shall pay no fare when performing this service.

- Appeal. A person denied a free pass shall be given a notice thereof by the Department of Transportation Services in writing. Within thirty days of receipt of such notice or such additional time as may be permitted by the Director of Transportation Services in his discretion, such person may appeal the decision to said Director by filing a notice of appeal. The appeal shall be effected by filling out the notice of appeal in a form prescribed by the Department of Transportation Services and filing the same with said Department.
- Hearing. Within a reasonable time from the filing of such notice of appeal, the Director or his authorized representative shall conduct a hearing at which the appellant shall be entitled to be heard in person or through counsel and shall be given a full and fair opportunity to present any fact showing the reason why the denial was in error. All decisions shall be made by the Director of the Department of Transportation Services.

The Director shall have the power to affirm, reverse or modify the decision of his departmental staff based upon findings of facts which justify his decision.

The hearing shall be conducted in conformity with the applicable provisions of HRS, Chapter 91.

- Variance. Any person who feels aggrieved by the decision of the Director of the Department of Transportation Services may file a variance request with the City Council through the Office of the City Clerk within ten (10) days after receipt of the Director's written decision. Upon notification that a variance request has been filed with the City Council, the Director of the Department of Transportation Services shall forward to the City Council its entire file and records pertaining to the appealing party within five (5) calendar days after receiving notification for a variance from the City Clerk's office.

The decision of the City Council to affirm, reverse or modify the decision of the Director of the Department of Transportation Services shall be construed to be the final decision of the City, and this provision shall apply only

in the event a variance request is filed with the City Council.

c. Non-transference of Bus Passes and Penalty

(Reference Section 28.2.7 in Chapter 28, Revised Ordinance, Honolulu, 1969, as amended.)

Any bus pass issued without charge under this article is non-transferable and shall not be used by any person other than by the person to whom it was issued. Any person issued such bus pass based upon false application/certification or who knowingly permits another to use the bus pass or who alters his bus pass shall be penalized by having his bus pass revoked for a period of one year from the date of conviction. The penalty for any person who uses such bus pass issued to another shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined in an amount not exceeding twenty-five dollars (\$25.00) or be imprisoned for a period not exceeding ten (10) days or be both so fined and imprisoned.

NOTE: When a pass is lost, destroyed, damaged, or stolen, it will be reported to the Office of Transportation Services, Third Floor, Honolulu Municipal Building, 650 South King Street, for a replacement.

- 3. Information concerning the operation of the system can be obtained by calling 531-1611, seven days a week from 5:30 a.m. to 10:00 p.m.

*Adding New Item
4 - Passengers
Baggage or Bus*

RULE 7. APPEAL PETITION

Any interested person may petition the City Council for any action taken by the Department that they believe adversely affects them.

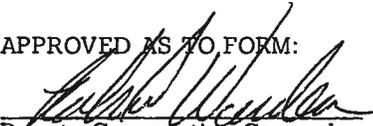
RULE 8. VALIDITY

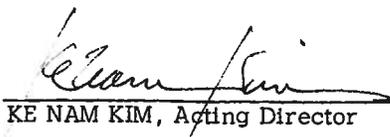
If any section or part of these Rules is held to be invalid for any reason whatsoever, such invalidity shall not affect the validity of the remaining sections or part of these Rules.

RULE 9. EFFECTIVE DATE OF THESE RULES

These Rules shall become effective upon their approval by the Mayor of the City and County of Honolulu .

APPROVED AS TO FORM:


Deputy Corporation Counsel

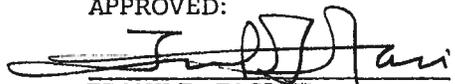

KE NAM KIM, Acting Director

Date: June 22, 1976

Notice of Public Hearing --
Honolulu Star Bulletin and
Advertiser , May 30, 1976.

Public Hearing Held at
2:00 p.m. , June 25, 1976,
City Planning Conference Room.

APPROVED:


FRANK F. FASI, Mayor
City and County of Honolulu

Date: JUL 8 1976

Given into my hand and affixed with
the Seal of the City and County of
Honolulu this 12th day of
July, 1976.


EILEEN K. LOTA
City Clerk