Memorandum ***Making Conservation***

***a California Way of Life***

## **To:** Office of Commercial Vehicle Operations Date: 01/23/2024

Division of Traffic Operations

1120 N Street

SACRAMENTO CA, 95814 **File:**

## **From:** {Full name}

Branch Chief

Traffic Operations {Location}

District Truck Access Manager

## Subject: Route Restriction Revision/or Route Reclassification Request

***(For Sample Only)***

Effective immediately, please modify the red route summary table and all records in the CalRoute database used for writing oversized/overweight permit loads when traveling on the following California state highway(s):

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Route | From | Co | PM | To | Co | PM | Pilot Car/CHP Requirements |
| 1 | Mendocino Co Line | MEN | 0.00 | Jct Rte 1/101 | MEN | 105.58 | Travel window required either 0900-1200 or 1200-1500. Up to 12' wide and/or 85' long. From 8'7" to 10' wide, one pilot car. From 10'1" to 12' wide, two pilot cars. CHP required for loads greater than 12' wide and/or 85' long.  No Through Moves. |
| 20 | Jct. Rte 20/1 | MEN | 0.00 | Main St/South St | MEN | 33.15 | Travel window required either 0900-1200 or 1200-1500. Up to 12' wide and/or 85' long. From 8'7" to 10' wide, one pilot car. From 10'1" to 12' wide, two pilot cars. CHP required for loads greater than 12' wide and/or 85' long. Through Moves Allowed. |

{Provide justification here why the change is necessary. It can be one to two sentences or more depending on the situation}  
  
Any additional notes in the records associated with any of these routes should be reviewed for validity.

Should you have questions, please contact {Full Name} at {(123) 456-7890}.

### PREPARED BY:

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{Full Name/Credentials} Date

Traffic Operations {Location}

District Truck Coordinator

Caltrans District X

(XXX) XXX-XXXX

### {IF APPLICABLE}

### CONCURRED BY:

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{Full Name/Credentials} Date

Branch Chief,

Traffic Operations {Location}

District Truck Access Manager

Caltrans District X

XXX) XXX-XXXX