Memorandum ***Making Conservation***

***a California Way of Life***

## **To:** Office Chief of Commercial Vehicle Operations Date: mm/dd/yyyy

Division of Traffic Operations

1120 N Street

SACRAMENTO, CA 95814 **File:**

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

Deputy District Director

Division of Traffic Operations {Location}

District X

## Subject: Route Reclassification and/or Red Route Revision Request

***(For Sample Only)***

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

For reclassifying a route to Yellow, Green, Blue, or Brown, use the following table:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Route | From | Co | PM | To | Co | PM | Route Color Change |
| ### | {Junction/  Intersection South/West} | XXX | XX.XX | {Junction/ Intersection North/East} | XXX | XX.XX | {Color} to {Color} |

For reclassifying a route to red or modifying the red route summary table, please use the modified table:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Route | From | Co | PM | To | Co | PM | Pilot Car/CHP Requirements |
| ### | {Junction/  Intersection South/West} | XXX | XX.XX | {Junction/ Intersection North/East} | XXX | XX.XX | {Specify specific travel restrictions, and pilot car and CHP requirements for the route segment} |

{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 {(XXX) XXX-XXXX}.

### PREPARED BY:

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{Full Name/Credentials} Date

Branch Chief,

Division of Traffic Operations {Location}

District Truck Access Manager

Caltrans District X

### APPROVED BY:

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{Full Name/Credentials} Date

Deputy District Director

Division of Traffic Operations {Location}

Caltrans District X