

**DEPARTMENT OF TRANSPORTATION**

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# Transportation Permits Policy Memorandum

**Subject:** Single Trip Permit Issuance  
**Date:** February 28, 2024  
**Policy:** TPPM 2024-01  
**Reference:** CTPAC WG2-121323-001

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## **Objective**

This policy will:

- Change single trip permits administration from no more than three calendar days to no more than three working days before the first travel day.
- Revise Section 201 of the Transportation Permits Manual.

## **Existing Documentation**

Transportation Permits Manual

Chapter 2 – Types of Permits Section 201 Single Trip Permit

Single trip permits are valid for seven consecutive days. The start date will be the date of issue unless the applicant requests a delayed start date. The Caltrans Transportation Permits Office will not issue single trip permits more than three calendar days before the first travel day. A travel day is any day, whole or in part, including weekends and holidays, that travel is authorized.

## **Transportation Permit Manual Changes**

1. Revise Section 201 Single Trip Permit to read as follows:

Single trip permits are valid for seven consecutive days. The start date will be the date of issue unless the applicant requests a delayed start date. The Caltrans Transportation Permits Office will not issue single trip permits more than three working days before the first travel day. A travel day is any day, whole or in part, including weekends and holidays, that travel is authorized.

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2/28/2024

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**THOMAS SCHRIBER** Chief  
Office of Commercial Vehicle Operations

Date