

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRAFFIC OPERATIONS

P.O. BOX 942873, MS-36

SACRAMENTO, CA 94273-0001

PHONE (916) 322-1297

TTY 711

www.dot.ca.gov

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Transportation Permits Policy Memorandum

Subject: Variance Permits Requiring CHP Escort**Date: January 15, 2025****Policy: TPPM 2025-01****Reference: CTPAC WG2-01152025-001**

Objective

This policy establishes guidelines for Caltrans, California Highway Patrol (CHP), and industry to improve the process for Variance Permits requiring CHP Escort through the following:

- Issue a variance permit with preliminary route approval to both the permittee and CHP for scheduling.
- Within 7 calendar days of receiving preliminary route approval, CHP will notify the Caltrans Variance Coordinator of the contractual move date agreed upon by CHP and the Permittee.
- If a contractual move date has not been established by CHP and the Permittee within 7 calendar days of receiving preliminary route approval, Caltrans will issue the permit and recover its initial cost and the permit will be placed in the pending CHP release six-month queue.
- The pending CHP release six-month queue permits will be re-issued by Caltrans upon CHP and Permittee notifying Caltrans Variance Permits Office, a minimum of 14 calendar days in advance of the scheduled move date. Per TPM Section 402.3, if there are significant changes to the original application, additional processing time will be needed.
- Should the Permittee be unable to arrange a move date with CHP within the six-month period, the Caltrans Variance Coordinator will cancel the permit after the six-month period from the initial preliminary route approval notification date.
- In some cases, due to the complexity of the project, the permittee can request a time extension beyond the six-month period. Permittee shall notify the Variance Permits Office with justification in writing. An extension period may be granted if justified.

- Caltrans will not issue Variance Permits, upon notice from CHP, for an account that CHP has determined delinquent per CHP Demand for Payment Notice Letter issued to the permittee.
- Revise Sections 402.3 (C), & 403.2 and add new Sections 108.5, & 403.1, of the Transportation Permits Manual.

Existing Documentation

Transportation Permits Manual

Chapter 4 – Section 402.3 (C) Denial and Reapplication

The variance coordinator handles each variance permit application individually, and some permits require extensive route evaluation, structure review, equipment review, and escort coordination. Due to the nature of a variance permit, there is limited flexibility for any changes to the permit application, routing, or hauling equipment after the final processing of a variance permit. Minor changes to the permit application or hauling vehicles may delay the requested start date. Therefore, the permittee is responsible for notifying the variance coordinator by telephone, fax, or email, of any changes as soon as possible. The permittee can also contact the variance coordinator for a 'status check' of the submitted application.

Major changes to the permit application that require the complete reprocessing of the permit will restart the permit application process. Therefore, reapplying may be necessary when:

C. During the CHP escort scheduling period:

1. After the variance coordinator reviews and approves the proposed route, the variance coordinator will send the permit application to the CHP variance load coordinator to schedule the law enforcement escort.
2. The variance coordinator will deny any changes to the permit application requiring rerouting or structures review.
3. The variance coordinator will inform the permittee to reapply with additional information needed to complete the processing.
4. The variance coordinator will place the new permit application at the back of the queue.
5. Any changes to the application not requiring rerouting or a Structure Review will not restart the permit application process, and the variance coordinator will continue the permit application process.

Chapter 4 – Section 403.2

- I.** Notify the District Traffic Manager of the impending move through their district and request any route restrictions that may affect travel of the vehicle and/or load.
- J.** Complete and forward the CHP escort request form, permit application, and attachments to the appropriate CHP division office where the move originates. Confirm the date, time of move, and updates the variance permit.
- K.** Address any concerns and send the variance permit with attachments to the permittee and CHP variance load coordinator. The variance permit will state the CHP escort requirement.
- L.** Periodically review all pending permit applications and verify that the requests are still valid.

Transportation Permit Manual Changes

1. Revise Section 402.3 (C) to read as follows:

- 1. After the variance coordinator reviews the routing and vehicle combination, the variance coordinator issues a variance permit with preliminary route approval to both the permittee and CHP for scheduling.
- 2. Within 7 calendar days of receiving preliminary route approval, CHP will notify the Caltrans Variance Coordinator of the contractual move date agreed upon by CHP and the Permittee.
- 3. If a contractual move date has not been established by CHP and the Permittee within 7 calendar days of receiving preliminary route approval, Caltrans will issue the permit and recover its initial cost and the permit will be placed in the pending CHP release six-month queue.
- 4. The pending CHP release six-month queue permits will be re-issued by Caltrans upon CHP and Permittee notifying Caltrans Variance Permits Office, a minimum of 14 calendar days in advance of the scheduled move date. Per TPM Section 402.3, if there are significant changes to the original application additional processing time will be needed.
- 5. Should the Permittee be unable to arrange a move date with CHP within the six-month period, the Caltrans Variance Coordinator will cancel the permit after the six-month period from the initial preliminary route approval notification date.
- 6. In some cases, due to the complexity of the project, the permittee can request a time extension beyond the six-month period. Permittee shall notify

the Variance Permits Office with justification in writing. An extension period may be granted if justified.

2. Add the following in Section 403.1 to read as follows:

L. After receiving the variance permit application package with preliminary route approval, coordinate with the CHP variance load coordinator as soon as possible to schedule a move date and time. Once a move date and time have been contractually agreed upon by the permittee and CHP, notify the Caltrans variance coordinator to receive an approved permit.

3. Revise Section 403.2 to read as follows:

I. Notify the District Traffic Manager (DTM) and District Truck Access Manager (DTAM) of the impending move through their district and request any route restrictions that may affect the travel of the vehicle and/or load.

J. Complete and forward the CHP escort request form, permit application, and attachments to the appropriate CHP Division Office where the move originates. Confirm the date, time of the move, and update the variance permit.

K. Notify the permittee that their variance permit application has been processed and that they are required to contact the CHP Division Office for escort coordination regarding the move date and time.

L. Address any concerns and send the variance permit with attachments to the permittee and CHP variance load coordinator. The variance permit will specify the CHP escort requirement.

M. Periodically review all pending permit applications and verify that the requests are still valid.

4. Add a new Section 108.5 in Chapter 1 as follows:

108.5 California Highway Patrol Escort Reimbursable Services Contracts.

If payment for variance escort services is not remitted to CHP Fiscal Management Section within 90 days after the date of the first CHP Demand for Payment Notice Letter, the account will be determined delinquent and, upon confirmation by CHP, no further Caltrans Variance Transportation Permits shall be issued to the delinquent carrier until the delinquent carrier pays what it owes to CHP.



1/31/2025

THOMAS SCHRIBER Chief
Office of Commercial Vehicle Operations

Date