



**HIGHWAY FACTORS GROUP CHAIRMAN'S  
FACTUAL REPORT**

**Highway Attachment – Caltrans General Provisions and Special Provisions for Permits  
with Rolling Traffic Breaks Memorandum dated September 1, 2017**

**Palm Springs, CA**

**HWY17MH005**

(3 pages)

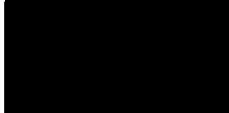
# Memorandum

*Making Conservation  
a California Way of Life.*

**To:** DISTRICT PERMIT ENGINEERS

**Date:** September 01, 2017

**File:** 505

**From:** Yin-Ping Li   
Chief, Office of Encroachment Permits and Engineering Support  
Division of Traffic Operations

**Subject:** **ENCROACHMENT PERMITS MANUAL REVISIONS - GENERAL PROVISIONS AND SPECIAL PROVISIONS FOR PERMITS WITH ROLLING TRAFFIC BREAKS**

Effective immediately, updated general provisions (Dated 09/2017) located in Appendix K of the Encroachment Permit Manual (EPM) must be attached when issuing encroachment permits (excluding Adopt-A-Highway and Chain Installer permits).

Revisions to Encroachment Permit General Provisions (TR-0045) are a result of recent updates to the Caltrans' Standard Specifications, and the need to update some of the old provisions to reflect current requirements.

New special provisions for encroachments involving rolling traffic breaks (TR-0407) have been developed (Attached). TR-0407 has been incorporated into Appendix K of the EPM. Districts must include these special provisions when issuing encroachment permits involving rolling traffic breaks except for filming permits.

These revisions are based on recommendations from HQ Traffic Operations, HQ Legal, District Permit Engineers, District staff, and the California Highway Patrol.

If you have any questions or need additional information, please contact Dwarakeswar Penubolu, Chief, Encroachment Permits Branch at (916) 654-6232, or by email at [dpenubolu@dot.ca.gov](mailto:dpenubolu@dot.ca.gov).

#### Attachment

- (1) Rolling Traffic Breaks Special Provisions (TR-0407)

c: Robert Peterson, Acting Assistant Division Chief, Division of Traffic Operations  
Deputy District Directors, Traffic Operations  
Dwarakeswar Penubolu, Chief, Encroachment Permits Branch, Division of Traffic Operations

## **ROLLING TRAFFIC BREAKS SPECIAL PROVISIONS**

TR-0407 (Rev 09/2017)

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1. Permittee must arrange a meeting with the California Highway Patrol (CHP) and the Caltrans permit inspector, at least two (2) weeks prior to the start of work in order to determine the appropriate number of CHP vehicles required for planned traffic breaks. A minimum of two (2) CHP vehicles in each direction are required. One CHP vehicle will be conducting the planned traffic break and the second CHP vehicle will be stationed on the shoulder with its rear emergency lights on to caution motorists at the end of the queue. Additional CHP vehicles may be required if determined to be necessary by the CHP. It is the responsibility of the permittee to make arrangements with CHP for providing planned traffic breaks to facilitate the approved work.
2. The duration of a planned traffic break **MUST NOT** exceed five (5) minutes. If additional traffic breaks are required, traffic backup must be cleared before performing another break.
3. The permittee must provide a minimum of one (1) Portable Changeable Message Sign (PCMS). Additional PCMSs must be provided if required by Caltrans permit inspector or CHP. PCMS(s) must be placed at the locations directed by the CHP and be moved or relocated as needed. Each PCMS must comply with section 12-3.32 of the Caltrans Standard Specifications. PCMS(s) must be removed promptly after the planned traffic break is completed.
4. Message to be displayed on the PCMSs must be coordinated with Caltrans permit inspector/representative and CHP.
5. All aerial crossings should be scheduled on Sunday mornings (excluding holidays), from daylight to 10:00 AM, unless otherwise authorized by the District Permit Engineer or authorized Caltrans' representative.
6. No aerial crossings must be performed in rainy, foggy or other inclement weather.