

SEVERE WEATHER AND/OR TERRAIN NON-STANDARD GOVERNMENT OWNED VEHICLE (GOV) EQUIPMENT REQUEST

Introduction: In areas that experience long periods of severe weather and/or extreme terrain, FSIS will try to accommodate GOV drivers by approving non-standard GOV equipment. The approved equipment will be the most cost-effective option. The primary option is snow tires for the GOV. All-wheel and 4-wheel drive GOV's may be considered as a final resort.

Please provide a detailed description of your assignment and a justification of why non-standard GOV equipment is needed. The criteria for requesting snow tires or all-wheel /4 wheel drive vehicles can be found on the reverse side of this form. Please attach your justification to the completed form and provide it to your immediate supervisor. They will provide it to the District Office for review/approval/disapproval.

Note: Privately Owned Vehicles (POVs) may be utilized during occasional severe weather which does not meet the criteria for continued use of snow tires or non-standard GOV equipment. Reimbursement will be at the current mileage rate. Supervisors should be notified and approval received for each event.

TYPE OF NON-STANDARD EQUIPMENT BEING REQUESTED

A. ___ I am requesting snow tires for use on my GOV.

- I have reviewed the criteria set forth for requesting snow tires and meet the criteria.
- I have provided a justification with this request.
- I understand that I will be responsible for providing inside storage for the all weather tires/snow tires (off season) at my own expense.
- I understand that the installation and removal will be done by a GSA approved tire vendor and that I will be reimbursed for the installation/removal of the tires by submitting the expense to the District Office on a SF-1164 for reimbursement if they do not accept the WEX Fleet credit card.

B. ___ I am requesting studded snow tires for use on my GOV.

- I have reviewed the criteria set forth for requesting snow tires and meet the criteria.
- I have provided a justification with this request.
- I am aware of all local, city, county and state laws regarding use of studded tires permitted on all parts of my assignment.
<http://drivinglaws.aaa.com/laws/studded-tires/>
- I understand that I will be responsible for storing the all weather tires/snow tires (off season) at my own expense.
- I understand that the installation and removal will be done by a GSA approved tire vendor and that I will be reimbursed for the installation/removal of the tires by submitting the expense to the District Office on a SF-1164 for reimbursement if they do not accept the WEX Fleet credit card.

C. ___ I am requesting an All-Wheel drive or 4-Wheel drive GOV. Snow tires will not be effective in the area that I am assigned.

- I have reviewed the criteria set forth for requesting an all-wheel/ 4-wheel drive vehicle and meet the criteria.
- I have provided a justification with this request.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (*Printed*)

SUPERVISOR'S SIGNATURE

DATE

CONCUR DO NOT CONCUR

SUPERVISOR'S NAME (*Printed*)

EXPLANATION / COMMENTS

DISTRICT MANAGER'S SIGNATURE

DATE

APPROVE DO NOT APPROVE

DISTRICT MANAGER'S NAME (*Printed*)

CRITERIA FOR NON-STANDARD REQUESTS

Snow Tire Criteria:

Snow is predicted in your immediate area on a regular basis (at least 2 weeks per month). Snow fall accumulation is over 3 inches per event.

Studded Tire Criteria:

Severe weather is predicted on a recurring basis which includes severe icing (at least 2 weeks per month). Snow fall accumulations are over 6 inches per event. Mountainous or treacherous roads are used on a daily basis.

All Wheel / 4-Wheel Drive Vehicle Request Criteria:

Severe weather is predicted on a daily basis during the winter season. Mountainous passages and severe terrain are utilized on a daily basis during the winter season.