

Waiver – Electric Vehicle Exemption Light Duty Vehicles

Waiver Process and Instructions:

1. Include a copy of your Fleet Services Vehicle/Equipment Intake Form as an attachment to this request. For Metro, please include make/model and rationale for replacement.
2. Work with Fleet Services (Metro for Metro vehicles) to obtain data to support justifications for criteria 2-4.
3. The request must be signed by the department director of the submitting agency.
4. Submit this completed request form to the Fleet Services Division Director (or for Metro, Department Director/Deputy Director). Additional documentation may be requested (please allow for adequate time for review and analysis).
5. The Fleet Services Division Director/Metro Department Director/Deputy Director may deny the appeal request or refer it to the Executive Climate Office for final review.
6. The Director of the Executive Climate Office will review the request and approve or deny (please allow for adequate time for review, director may ask for additional information).
7. Approval will be based on demonstration of the criteria listed below.
8. Note: Light Duty is defined by the [EPA Vehicle Weight Classifications](#). Pursuit rated vehicles exempt from this process.

SECTION 1: To be Completed by Department/Division Requesting Vehicle

Department/Division Requesting Internal Combustion Vehicle Purchase:

Department Director Signature: _____ Date: _____

Please provide the information requested in the table for each vehicle included in this request:

Vehicle Number	Current Make/Model	Model Year	Mileage	Worksite Location	Overnight Depot Location	Proposed Replacement Make/Model

Please provide a summary of why an all-electric vehicle cannot meet your operational needs (2-5 sentences):

CRITERIA 1: Vehicle Needs/Critical to Operations

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Describe the primary use of the vehicle and why it needs to be purchased. If this is a replacement for an existing vehicle, why does it need to be replaced? (e.g., new program, unforeseen collision, sudden catastrophic vehicle malfunction, other extenuating circumstances). Provide documentation.

CRITERIA 2: No Feasible EV Alternative or No Feasible EV Charging

Demonstrate that no feasible electric vehicle alternative can be used to meet this need. Include a list of the EV options considered and cost analysis if applicable (if total cost of ownership over the life of the vehicle is more than 20% higher to purchase the EV option, note in this section). Which plug in hybrid/hybrid options have been considered? Or demonstrate there is no charging available and no opportunity to add charging in the next 6 months to support this need.

Which EV model options were considered?	<i>List EV options considered</i>
Describe why these EV options do not work (i.e., vehicle specs do not meet business needs, cost analysis does not support purchase, no charging is available or anticipated to be available in the next 6 months to meet this need)?	
Which hybrid options were considered?	<i>List hybrid options considered</i>

CRITERIA 3: No Substitute Vehicle Available

Demonstrate that there are no substitute vehicles within the existing King County fleet (e.g., underutilized vehicles) that could be swapped or temporarily utilized for this operational purpose until a viable electric vehicle can be procured. Include any details.

CRITERIA 4: No Ability to Electrify and Redeploy a Gas-powered Vehicle

Demonstrate there are no similar vehicles in the fleet ready to electrify to allow for redeployment of the gas-powered vehicle to meet this need until a viable electric vehicle can be implemented.

SECTION 2: To be Completed by Fleet Services Division Director (or for Metro, Department Director/Deputy Director)

Notes for the Fleet/Metro Director’s Office and questions or additional documentation requested from department/division submitting appeal:

This appeal is:

- Denied; County budget resources may not be used to procure the requested internal combustion vehicle
- Referred to Executive Climate Office for final review

Notes to Executive Climate Office on rationale (does the appeal meet all four required criteria?):

Fleet Services Director or Metro Department Director/Deputy Director Signature: _____

Date: _____

SECTION 3: To be Completed by Executive Climate Office's Director

Questions or additional documentation requested from department/division submitting appeal:

This appeal is:

Denied; County budget resources may not be used to procure the requested internal combustion vehicle

Approved

Notes on rationale (does the appeal meet all four required criteria?):

Director, Executive Climate Office Signature: _____ **Date:** _____