



Waiver – Electric Vehicle Exemption for 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 (per the information requested under General Vehicle Information).
2. Work with Fleet Services (or Metro Fleet Procurement/Rideshare Program Staff for Metro vehicles) to obtain data to support justifications for criteria 1-4.
3. The request must be signed by the department or division director of the submitting agency.
4. Submit this completed request form to the Fleet Services Division Director (or, for Metro, Assistant General Manager of Finance & Administration – F&A). Additional documentation may be requested (please allow for adequate time for review and analysis, ~4 weeks).
5. The Fleet Services Division Director/Metro Assistant General Manager of F&A may approve or deny the request or request additional information.
6. Approval will be based on demonstration of the criteria listed below.
7. Note: Light Duty is defined by the [EPA Vehicle Weight Classifications](#).

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

Department/Division Requesting Internal Combustion Vehicle Purchase: _____

Department/Division Director Signature: _____ Date: _____

General Vehicle Information

Table 1: Please provide the information requested in the table for each vehicle included in this request, indicating which Criteria is met to justify a waiver:

Vehicle Number	Current Make/Model	Model Year	Mileage	Worksite Location	Overnight Depot Location	Proposed Replacement Make/Model	Criteria Met			
							1	2	3	4

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

Vehicle Needs/Critical to Operations

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 1: No Feasible EV Alternative

Demonstrate that no feasible electric vehicle alternative can be used to meet this need, including:

- Cost analysis, if applicable. (if total cost of ownership – TCO – over the life of the vehicle is more than 20% higher to purchase the EV option, note in this section and attach TCO workbook).
- A list of the EV options and plug-in hybrid/hybrid options considered

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>
If an internal combustion vehicle is proposed, please describe why a hybrid vehicle will not work:	

CRITERIA 2: No Feasible EV Charging Available

Demonstrate there is no charging available and no opportunity to add charging in the next 6 months to support this need (e.g., site address for primary vehicle worksite w/no current charging available; documentation from Capital staff/CIP that no EV chargers are planned for site in next 6 months; explanation of why vehicles could not be charged at other locations, including potential use of public chargers).

CRITERIA 3: No Substitute Vehicle Available

Demonstrate that there are no substitute vehicles within the existing agency-owned 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. Agency owned Fleets include Metro NRV, Fleet Services, Solid Waste Division, and the Airport Division.

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

Demonstrate there are no similar vehicles in the agency owned 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, Assistant General Manager of F&A)

Notes for the Fleet Director/Metro Assistant General Manager of F&A and questions or additional documentation requested from department/division submitting this request:

This request is:

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

Approved

Notes on rationale for approval or denial (as applicable) from Fleet Director/Metro Assistant General Manager of F&A:

Fleet Services Director or Metro Assistant General Manager of F&A Signature: _____

Date: _____