



FLEET MANAGEMENT SERVICES



STUDED TIRES GUIDANCE

Purpose

It is the practice of Fleet Management Services (FMS) to provide vehicles to state government that are safe to drive in adverse weather conditions. This includes tires that are rated for winter travel. However, some agencies express the need for studded tires on their vehicles.

Policy

FMS will allow the use of studded tires to be installed on Fleet vehicles within the following parameters:

- The agency will apply to FMS for permission to install studded tires on the vehicle.
- The agency will assume the cost for the purchase and installation of the studded tires.
- Label the off-season tires with the Unit Number and Plate Number of the vehicle.
- The agency will identify the location where the off-season tires will be stored.
- The agency will ensure the studded tires are removed from the vehicle no later than April 1st of each year.

Procedure

1. Any agency needing to purchase studded tires for a vehicle must submit a request in writing using the Studded Tire Authorization Form; this form will be signed by the agency commissioner or designee. This form can be found on the FMS web site. The form will create a mechanism for tracking requests, approval, and inventory.
2. FMS will review the Studded Tire Authorization Form, sign it, and return an approved copy to the requesting agency. At that time, the agency can proceed to purchase the tires.

Signature: _____ Date: _____