

Contingency Fleet Notification

Instructions: Complete all items on form as indicated to notify TDOT of vehicles added to subrecipient's Contingency Fleet. Submit form and Contingency Plan to TDOT. Status and activation data will be monitored annually as part of the asset inventory reconciliation. Vehicles in the Contingency Fleet are reserved for emergencies or other unforeseen and justified activities, such as: the evacuation of people during an emergency, use as crowd control or traffic barriers, loaners to other transit agencies during a justified need, temporary replacements for buses in the active fleet during major active fleet overhauls, or bus maintenance activities and other activities that take a portion of the active fleet temporarily out of service.

 Transit Subrecipient (**Agency Name**)

(Check one) **Initial Contingency Plan** **Revised Contingency Plan**

Required Documentation: Contingency Plan containing the following elements:

- Statement that vehicles in the Contingency Fleet are reserved or retained for emergencies or other unforeseen and justified activities
- Description of where the vehicles will be stored and how they will be protected
- List of maintenance activities performed on the vehicles to ensure they maintain their Contingency Fleet status
- List of vehicles that are in the Contingency Fleet, including: VIN, Year Placed in Service, Year and Mileage when Removed from Service (and placed in the Contingency Fleet), Minimum Useful Life in Years and Miles
- Record of information that demonstrates the need for the contingency fleet activation, the justification for activation, and the period of time of activation

 Signature of Authorized Staff for Subrecipient

 Date

Information may be sent to TDOT.MultimodalAdmin@tn.gov or Public Transportation Section, 10th Floor – PTRF Division, 312 Rosa L. Parks Ave, Nashville, TN 37243, ATTN: Asset Manager.

For TDOT Staff Use Only

Plan reviewed for compliance, including Minimum Useful Life met on all listed vehicles

Plan uploaded to Compliance Tracker

Vehicle status changed in MultiTrax

 Signature of PTS Staff

 Date