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MEMORANDUM

To: OA Carpool Users
From: Cindy Dixon, State Fleet Manager
Date: November 4, 2013
Re: **OA Carpool Inclement Weather Plan for Winter 2013/2014**

This memo outlines the OA pool inclement weather plan. This document is intended to document how snow and ice removal on pool vehicles will be handled for the upcoming winter season. Please keep in mind that each weather event is unique and circumstances may require changes to this plan.

All OA Carpool vehicles are equipped with snow/ice removal scrapers or brushes and De-icer. These items are stored in the trunk. Extra supplies of these items are also stored at each pool location. If doors are frozen shut or you find that the items are missing from the pool vehicle, please request additional supplies from the dispatcher at your pool location.

Carpool users should monitor weather forecasts and make appropriate preparations. Please wear appropriate footwear to the carpool lot and allow extra time to pick up your vehicle if we have recently had a weather event.

As a general rule, in the event of overnight/weekend ice accumulation or two or more inches of snow, OA Carpool staff will report to the MSP location by 8:00 a.m. Monday – Friday to begin snow and/or ice removal. Other pool locations will be cleaned after the MSP vehicles are cleared of snow. Decisions to clean vehicles will be dependent upon current and forecasted weather conditions. Removal of snow or ice from the vehicles may also be dependent upon the condition of the MSP parking lot. FMDC staff has indicated that in most cases they should be able to have the parking lot clear by

8:00 a.m. Parking lot snow removal will also be dependent upon the amount of snow we receive.

If you have a departure the morning after a forecasted overnight snow and wish to have a cleaned vehicle, you might consider pick up from the MSP location first. Contact OA Carpool staff to discuss availability and arrangements.

We encourage employees to exercise caution and avoid travel during inclement weather if at all possible. A limited number of four wheel drive vehicles are available at the MSP pool location.

Please contact the OA Carpool at 751-4534 with any questions. Thank you.

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