



## INDOT EMERGENCY VEHICLE DESIGNATION – Request Procedures

Policy Department: Traffic Management Division

Created: 26 September 2019

Last updated: 06 January 2020

The applicant for an Emergency Vehicle Designation (EVD) for their vehicle shall submit the following to the Director of the Traffic Management Division or their designee:

- Request Letter on Agency Letterhead.
- Copy of Vehicle Registration, one for each vehicle requested.
- *INDOT EVD – Applicant Assurance* form, signed and dated.
- *INDOT EVD – Data Sheet* form, one for each vehicle requested.
- *INDOT EVD – Sheriff's Acknowledgment*, if required.

Request Letter requirements:

- It shall be written on Agency Letterhead.
- It shall explain the reason an EVD is or multiple EVD's are needed.
- It shall acknowledge the *INDOT Emergency Vehicle Designation Policy*.
- It shall clearly state that the Sponsoring Agency agrees to comply with the Policy.
- It shall state that the *INDOT EVD – Applicant Assurance* is attached, signed, and dated.
- It shall state that the Sponsoring Agency agrees to the terms of Assurance.
- It shall clearly state the number of vehicles requested for Activation, Deactivation, and Renewal.
- It shall confirm that *INDOT EVD – Data Sheets* are provided for each vehicle.
- If requesting an exception to the *INDOT Emergency Vehicle Designation Policy*, the applicant shall (i) clearly state why the exception is necessary, and (ii) reference an attached *INDOT EVD – Sheriff's Acknowledgment*.

Copy of Vehicle Registration requirements:

- One copy is required for each vehicle request made.
- It shall be a legible, crisp copy.
- It shall be provided in the format of 1 Vehicle Registration per page.
- It shall clearly show the vehicle's Year, Make, Model, VIN, Commission or License Plate Number, Owner, and Owner Address.

Only a single *INDOT EVD – Applicant Assurance* form is required with the Sponsoring Agency's submittal, even when making multiple EVD activation, deactivation, and renewal requests. INDOT will provide a copy with each EVD approval which must be kept with the vehicle.

An individual *INDOT EVD – Data Sheet* is required for each vehicle request made. Do not enter data for multiple vehicles onto one form.

If an *INDOT EVD – Sheriff's Acknowledgment* is required in accordance with the *INDOT Emergency Vehicle Designation Policy*, it must be from the Sheriff of the county where the subject vehicle is either registered or will be operated to be considered. It may reference single or multiple vehicles as necessary.

Submit requests to the Traffic Management Division Director's designee:

Steve Wuertz, Program Funds Manager – Traffic Management Division

INDOT Traffic Management Center

8620 East 21<sup>st</sup> Street

Indianapolis, IN 46219

If questions arise, contact Steve Wuertz at [swuertz@indot.in.gov](mailto:swuertz@indot.in.gov) or 317-899-8615.