

## Motor Vehicle Tire Policy

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## 1. GENERAL

1.01 This practice establishes standards and procedures regarding tire maintenance and replacements.

1.02 This practice is new. When this practice is reissued, the reasons for revision will be contained in this paragraph.

1.03 Proper tire maintenance and prudent tire replacement decisions are the joint responsibilities of the assigned driver, local management and Fleet Operations. Each has a part to play and a responsibility to maintain tires in the safest possible condition and through the most cost-effective means practicable.

## 2. VEHICLE TIRE INFORMATION AND MANUFACTURER'S CERTIFICATION PLACARD

2.01 Tire information is contained in the vehicle owner's manual. In addition, the manufacturer's certification placard (or sticker) shall be considered for each vehicle's tire size, load range, ply rating and air inflation pressures.

2.02 Certification placards are posted by the vehicle manufacturers. On cab/chassis vehicles, body conversion companies such as Steelweld are required to certify the vehicle and post a placard.

2.03 The certification placard is normally located on the driver's side door jamb, driver's side door post or behind the driver's seat on the vehicle wall.

2.04 When there is no placard, Fleet Operations should be notified and a substitute will be provided.

### 3. TIRE SIZE

3.01 The tire size reflected on the certification placard is the size that the vehicle was engineered and designed to use. Tires of a different size should not be mounted on the vehicle under normal conditions.

3.02 If specific application requires the use of a different tire size, the exception from the standard must be specifically authorized by Fleet Operations after initial approval by departmental staff safety representatives.

3.03 In no event shall tire size exceed the manufacturer's recommended alternate sizes.

3.04 Should all tires of an approved alternate tire size be mounted on a vehicle, then the alternate size shall become the standard for the particular vehicle. The new alternate tire information shall be posted in the vehicle's permanent record and updated in the Fleet

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Operations data base. A replacement certification placard shall be installed in the vehicle.

### 4. LOAD RANGE/PLY RATING

4.01 Load range, which is gradually replacing the term "ply rating," identifies the load carrying capacity and inflation limits of a given tire size when used in a specific type of service. Load ranges "A" through "F" are typical.

4.02 A tire replacement must have adequate load carrying capacity. The one selected must be large enough to properly handle the loads encountered in each application and should not be of a lesser load range than that listed on the manufacturer's certification placard. For safety, the total portion of the vehicle's weight carried on the tire should not exceed the maximum rating of the tire.

### 5. TIRE INFLATION

5.01 The recommended tire inflation pressures for the front and rear tires are indicated on the manufacturer's certification placard. Proper tire inflation is basically determined by the load (gross vehicle weight) the tire will be carrying and the rated load carrying capacity of the tire.

5.02 Tire pressure should be checked at least once each week or when the vehicle is refueled. Tire pressure should be checked with a gauge when tires are cold. A visual check is not a reliable method for detecting under or over inflation.

5.03 While checking inflation pressure, tires should be visually inspected for damage. Tire pressure can be lost due to permeation,

temperature changes, leaky valves and tread penetration. A visual inspection along with checking tire pressure weekly is the responsibility of the driver.

## 6. REPAIRS AND REPLACEMENTS

6.01 Damage to tire treads and sidewalls are often repairable by experienced and professional tire vendors. Often, tires are discarded when damaged even though they have appreciable tread life remaining. Safety is the principle concern in deciding whether a tire should be repaired. However, tire replacement expense should not be ignored.

6.02 The most prevalent reason for tire replacement is tread wear. Tires on all vehicles except those noted in paragraph 6.03 below, should be replaced when the tread groove pattern depth is less than 3/32" when measured at any point on a major tread groove. The measurement shall not be made where the bars, humps or fillets are located.

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6.03 Tires on vehicles that fall under the Federal Motor Carrier Safety Regulations shall be replaced when the tread groove pattern depth is less than 4/32" when measured at any point on a major tread groove. The measurement shall not be made where the bars humps or fillets are located.

6.04 The driver has the main responsibility of securing tread depth measurements although Fleet Operations will provide assistance when needed.

6.05 No motor vehicle shall be operated on any tire that:

1. has body ply or belt material exposed through the tread or sidewall;
2. has any tread or sidewall separation;
3. is flat or has an audible leak; or
4. has a cut to the extent that the ply or belt material is exposed.

All unsafe tires should be reported to Fleet Operations and replacements secured.

6.06 Tires will be replaced on a like-for-like basis as long as the tires that are presently on the vehicle are within size and load range specifications.

6.07 Federal Motor Carrier Safety Regulations have specific requirements in all aspects of tires. It is the policy of Southwestern Bell Telephone Company to comply fully with these regulations.

## 7. TIRE PURCHASES

7.01 All tire replacements and service shall be made through Fleet Operations. The purpose is to ensure compliance with established tire policy.

7.02 Fleet Operations will review all requests for tire replacements. Comparisons to vehicle specifications and a review of the vehicle tire history will be performed. It is the intention of the Fleet Operations to make tire replacement selections with the appropriate specified tires.

7.03 Tire vendors will be selected through the competitive quote process. This process will be the responsibility of the Procurement organization.

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7.04 Tires purchased from non-authorized vendors shall be pre-approved by Fleet Operations.

8. TIRES - RETREADS

8.01 The use of retreads as replacement tires on Company vehicles has many potential applications. Improved technology has made retreads safe, reliable and cost effective. However, policy regarding retreads is still being developed and will be reflected in this practice when completed.

8.02 A prerequisite for the application of retreads as replacement tires on departmental user group vehicles is the mutual agreement and concurrence between the affected departmental group and Fleet Operations.

8.03 Approval for the use of retreads is the responsibility of Fleet Operations.

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