

Vehicle Reissue and Addition to the Fleet Request

When requests for new vehicles are of strategic importance and there are no alternatives, agencies are required to fill out this form to purchase additional vehicles. Please answer each question and explain why adding vehicles to your agency is required.

Adding vehicles to the State's fleet increases operational expenses to include future vehicle replacement costs. To optimize overall fleet effectiveness, a "right sized" fleet keeps costs in check while fulfilling agency mission requirements. Fleet additions must demonstrate increased operational efficiency and/or address valid safety concerns. When justifying the vehicle request, please explain in detail how this vehicle/s will be used and why it is important to add to the overall fleet inventory within your agency.

To estimate the acquisition cost, please contact ADOT Equipment Services Fleet Manager (602.712.7284). The Equipment Services Administrator reviews each "Vehicle Reissue and Addition to the Fleet Request", then consults with OSPB, to determine whether the purchase is required. The Equipment Services Administrator will Authorize the Equipment Services Fleet Manager with approved purchases after an in-depth fleet review is performed. Agencies are responsible to fund approved additions to the fleet and will also be required to begin paying into the state fleet recapitalization fund for future replacement purposes.

Step 1:	Name	Date
	Agency Name	Email

Step 2:	Vehicle Model Requested (i.e. sedan, 1/2 ton pickup, SUV, minivan, etc.)	Quantity	Estimated annual mileage and/or weekly trip usage

Please explain why the agency is requesting to add a vehicle to their overall fleet count?

General vehicle utilization standards are 8,000 miles annually - are other vehicles within your organization fully utilized at 8,000 miles per year? If not, please explain why other vehicles within your agency cannot be used instead of requesting an additional vehicle.

Yes No

What operational opportunities, cost savings or improvements will be realized with the purchase of this vehicle?

Have you checked to see if a reissue vehicle is currently available at ADOT Equipment Services?

If no, please contact Equipment Services for a current list of available reissue vehicles at 602.712.7284 prior to this request being submitted.

Yes No

What potential impacts would be noticed if this vehicle was not purchased?

Have you considered other transportation methods like reimbursement of Personal Owned Vehicle (POV), state motor pool, virtual meetings, Uber, Lyft, short term state contract rental or using another vehicle within your agency?
 Yes No

If approved, where is the funding going to come from within your agency (i.e. grant funding, operational funds, etc.)?

I understand that my agency will start paying into the vehicle recapitalization fund after purchasing this vehicle
 Yes No

Do you have any up-fitting requirements? if so please list them

Please list any additional information you feel is pertinent to this request that should be considered in the approval process:

Step 3: What are the ongoing operational costs if this vehicle was purchased
 (please contact ADOT to assist you to calculate these costs)

Vehicle Model	FMSC	Usage Rate	Annual Usage	Usage Charge	GPS	ICAP	Risk	Purchase Price	Monthly Recap

Step 4: **Division Approval** - For this request, please obtain approval from your Division Director along with your agency Budget Manager

Your Division Director has approved purchasing this vehicle/s? Yes No
 Division Director Name: _____ Email: _____

Your Budget Manager has approved purchasing this vehicle/s? Yes No
 Budget Manager Name: _____ Email: _____

For Equipment Services Use Only

Equipment Services Fleet Manager: _____ Date: _____

Equipment Services, State Fleet Administrator: _____ Date: _____

COMMENTS: _____