



# VR Request & Vehicle Justification Form

(Revised: 2 April 2009)

**Contact Name:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**Department:** \_\_\_\_\_

## ADMINISTRATIVE QUESTIONS

Please answer the following questions:	Agency Explanation
1. What would be the net effect on your agency if this vehicle is not approved? Please explain.	
2. Have you reviewed all transportation alternatives versus the purchase of this requested vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. What other transportation alternatives have you considered versus purchasing a new vehicle?	<input type="checkbox"/> Use agency pool unit <input type="checkbox"/> Use SWC rental contract <input type="checkbox"/> Use seasonal unit <input type="checkbox"/> Use underused unit <input type="checkbox"/> Use seasonal vehicle <input type="checkbox"/> Use Personally owned mileage reimbursement
4. Are you aware of the Governor's and OPB's moratorium on purchasing or replacing vehicles? <a href="#">Click Here</a> to review the moratorium memo.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Have you read the fleet policy Section II.5 regarding the purchase and replacement requirements for state vehicles? <a href="#">Click here</a> to access the policy:	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. I have read the purchase moratorium memo and believe it does not apply to this emergency request for the following reason(s)? Please explain.	
7. Is this vehicle a replacement or addition to the current state fleet?	<input type="checkbox"/> New (Addition) <input type="checkbox"/> Replacement

Please answer the following questions:	Agency Explanation
<p>8. I have procured the funding necessary to acquire this requested vehicle.</p> <p>How is this vehicle(s) being funded?</p>	<input type="checkbox"/> State funds <input type="checkbox"/> Federal funds <input type="checkbox"/> Grant funds <input type="checkbox"/> Risk accident reimbursement funds <input type="checkbox"/> Agency funds <input type="checkbox"/> Other (please explain)
<p>9. I understand the standard state vehicle is a compact sedan and this vehicle is accordance with this policy.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>10. If the answer to the above question is "no", please explain why.</p>	
<p>11. I believe this vehicle request is an exception to the OPB purchase moratorium? Please explain.</p>	
<p>12. When was the last time you reviewed your agency's average vehicle utilization? Please explain.</p>	
<p>13. Do you currently have any units in your fleet that are utilized less than 50% of the 14,000 annual miles required by state policy?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>14. How many vehicles in your fleet are currently used less than 50% of the 14,000 miles policy? (Contact OFM for a "Low Use" report)</p>	
<p>15. Will this vehicle be utilized at least 14,000 miles annually?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>16. If the answer to the above question is no, please explain the proposed low use. (Contact OFM for a complete list of low use descriptions)</p>	
<p>17. Has your agency budget officer been apprised that you are requesting to purchase a vehicle(s)?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>18. How will this vehicle be acquired?</p>	<input type="checkbox"/> Transferred <input type="checkbox"/> Used purchase <input type="checkbox"/> New purchase <input type="checkbox"/> Donation <input type="checkbox"/> Other (please explain)
<p>19. Where will this vehicle be acquired from?</p>	<input type="checkbox"/> Dealer <input type="checkbox"/> State Surplus <input type="checkbox"/> Individual <input type="checkbox"/> Another agency <input type="checkbox"/> Other (please explain)

Please answer the following questions:	Agency Explanation
20. Is this vehicle replacing a wrecked or damage vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No
21. Is this vehicle leased or owned?	<input type="checkbox"/> Yes <input type="checkbox"/> No
22. Will this vehicle be used for student training?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### VEHICLE SPECIFIC QUESTIONS

1. What is the primary purpose of this vehicle(s)? Please explain.	
2. Will this vehicle be assigned to a specific individual?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Will this vehicle be used as a take-home vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. What is the anticipated driving terrain this vehicle will be subjected to?	<input type="checkbox"/> City <input type="checkbox"/> Highway <input type="checkbox"/> Off road
5. Does the requested vehicle have a "unique" or "unusual" use? If "Yes", Please explain below.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. If you checked off road above what percent of the use will be off road?	<input type="checkbox"/> < than 50% <input type="checkbox"/> > than 50%
7. If you checked "> than 50%" off road above, do you require a 4x4 drive train?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. What is the intended payload for the proposed vehicle?	<input type="checkbox"/> Passenger <input type="checkbox"/> Cargo (i.e. packages, weight & volume) <input type="checkbox"/> Service repair (i.e. Up-fitting, tools & equipment)
9. What safety equipment is required for this proposed vehicle application?	<input type="checkbox"/> Air bags (Duel front) <input type="checkbox"/> Air bags (Side impact) <input type="checkbox"/> Anti-lock brakes <input type="checkbox"/> Traction/stability control <input type="checkbox"/> Other
10. What is the estimated weight of the payload this vehicle will carry on a regular basis?	<input type="checkbox"/> 150 lbs (2 computers) <input type="checkbox"/> 300 lbs (Mattress set) <input type="checkbox"/> 600 lbs (8 computers) <input type="checkbox"/> 1,200 lbs (1 horse) <input type="checkbox"/> 2,400 lbs (Truck/sand)

Please answer the following questions:	Agency Explanation
	<input type="checkbox"/> 4,800 lbs (1 sedan) <input type="checkbox"/> Over 4,800 lbs
11. Is this a light-duty or heavy-duty vehicle application?	<input type="checkbox"/> Light-Duty < 8,500 GVWR <input type="checkbox"/> Heavy-Duty > 8,500 GVWR
12. If light-duty, I have you reviewed the Federal EPA's requirements to purchase an alternative fuel vehicle? Refer to state vehicle policy above.	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. What is the primary fuel this proposed vehicle will use?	<input type="checkbox"/> Gasoline <input type="checkbox"/> Ethanol <input type="checkbox"/> CNG <input type="checkbox"/> Propane <input type="checkbox"/> Electric <input type="checkbox"/> Diesel <input type="checkbox"/> Other
14. Are you requesting a "Hybrid" vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Will this vehicle require towing capabilities (i.e. trailer)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Does this vehicle require covered cargo space (i.e. shell)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. How many passengers do you anticipate carrying on a regular basis?	<input type="checkbox"/> 1-2 <input type="checkbox"/> 3-5 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12 <input type="checkbox"/> more than 12
18. Is type of vehicle you are requesting a sedan?	<input type="checkbox"/> Subcompact sedan <input type="checkbox"/> Compact sedan <input type="checkbox"/> Midsize sedan <input type="checkbox"/> Full-size sedan <input type="checkbox"/> Other
19. Is type of vehicle you are requesting a truck?	<input type="checkbox"/> Compact pickup <input type="checkbox"/> Midsize pickup <input type="checkbox"/> Full-size pickup <input type="checkbox"/> Other
20. Is type of vehicle you are requesting an SUV or cross-over vehicle?	<input type="checkbox"/> Small SUV <input type="checkbox"/> Large SUV <input type="checkbox"/> Crossover <input type="checkbox"/> Other
21. Is type of vehicle you are requesting a passenger or cargo van?	<input type="checkbox"/> Cargo van <input type="checkbox"/> Passenger van <input type="checkbox"/> Crossover <input type="checkbox"/> Other

Please answer the following questions:	Agency Explanation
22. What size engine are you requesting?	<input type="checkbox"/> 4 cylinder <input type="checkbox"/> 6 cylinder <input type="checkbox"/> 8 cylinder <input type="checkbox"/> Other (Please explain)
23. Will this vehicle require any special equipment?	<input type="checkbox"/> Police package <input type="checkbox"/> Utility bed <input type="checkbox"/> GPS equipment <input type="checkbox"/> Truck bed cover <input type="checkbox"/> Lift-gate <input type="checkbox"/> Ladder rack <input type="checkbox"/> Interior shelving <input type="checkbox"/> Winch/Crane <input type="checkbox"/> Tow package <input type="checkbox"/> Other
24. Will you be preparing the specifications for this vehicle? Please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
25. Do you plan to purchase this vehicle using the exiting statewide contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
26. How do you plan to maintain this vehicle to ensure its safe operation?	<input type="checkbox"/> OFM repair network <input type="checkbox"/> Agency repair staff <input type="checkbox"/> Outsourced vendor <input type="checkbox"/> Other
27. Will you be working with State purchasing to acquire this vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No
28. Do you have attached information demonstrating cost savings should this vehicle be purchased? (i.e. Alternative fuel, electric, smaller unit, etc) If you answer "Yes" to this question, please send this data to OFM with this form.	<input type="checkbox"/> Yes <input type="checkbox"/> No

**ADDITIONAL INFORMATION TO BE CONSIDERED:**

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