
UNIVERSITY OPERATING PROCEDURE

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Title: Fleet Vehicle Approval Procedure

Overview

The purpose of this procedure is to attempt to achieve a high level of fiscal, social, and environmental responsibility in fleet vehicle procurement for the University of Vermont. This procedure defines the approval process for purchasing new or replacement vehicles. The University will prioritize alternative fuel vehicles (AFVs) and vehicles with high fuel economies relative to their market class.

Applicability of the Procedure

This University Operating Procedure applies to all employees requesting University vehicles for purchase or lease.

Definitions

Alternative fuel:

The Energy Policy Act of 1992 includes the following as alternative fuels:

- Biodiesel (B100)
- Natural gas and liquid fuels domestically produced from natural gas
- Propane (liquefied petroleum gas)
- Electricity
- Hydrogen
- Blends of 85% or more of methanol, denatured ethanol, and other alcohols with gasoline or other fuels
- Methanol, denatured ethanol, and other alcohols
- Fuels (other than alcohol) derived from biological materials

Alternative fuel vehicle (AFV): A dedicated, flexible fuel or dual-fuel vehicle designed to operate on at least one alternative fuel.

Vehicle:

A device used for transporting people or goods, especially on land, such as a car, truck, or van, all-terrain vehicle (ATV) or utility task vehicle (UTV).

Procedures

I. Vehicle Request Form

All faculty and staff requesting a vehicle for purchase must complete a [Vehicle Request Form](#) administered online by Transportation and Parking Services (TPS).

a. *Vehicle need justification*

In order to ensure the University does not invest in unnecessary or underused vehicles, the form asks for the vehicle's estimated usage (in hours per week) and estimated number of users. The form also asks if the vehicle can be shared between departments. TPS and the Office of Sustainability (OS) will work with departments to facilitate sharing of vehicles when appropriate.

b. *Addition or Replacement Vehicles*

Requestors must indicate whether it is an addition or replacement vehicle. Replacement vehicles take the place of a vehicle *currently owned* and operated by the requestor, which must be retired upon delivery of the replacement, and not before. In order to progress toward [Comprehensive Sustainability Plan goals](#), additions to the fleet are generally not approved.

c. *Vehicle sized for purpose*

To ensure procurement of an optimally sized vehicle, the Vehicle Request Form asks for details on the operational purpose and type of vehicle requested.

d. *Vehicle screened for Alternate Fuel Vehicle (AFV) suitability*

To prioritize the purchase of AFVs, requestors must search for their desired vehicle type using the [U.S. Department of Energy \(DOE\) AFV search engines \(light-duty on fueleconomy.gov; medium and heavy duty on afdc.energy.gov\)](#). The DOE AFV database is continuously updated and provides a comprehensive list of AFVs currently available in the U.S. market. If a suitable AFV is found, the form asks for the specific make and model. If no AFV is found, an explanation must be given before the requestor can proceed to requesting a gasoline or diesel vehicle.

e. *Vehicle compared for fuel economy*

If requesting to purchase a gasoline or diesel vehicle, only the vehicles with high fuel economies will be considered. The requestor must search for their [desired vehicle type](#) and fill in the form with the highest fuel economy currently available on the market. The requestor must also provide the fuel economy of the requested vehicle. Requested vehicles should be within 10% of the highest fuel economy vehicle available in its class.

II. Review by TPS

The Director of TPS (or designee) will review the completed Vehicle Request Form submitted by the Department and respond within 10 business days. TPS and OS will provide technical assistance, research, and funding information to departments during the review of the application.

III. Acceptance, Amendment, or Rejection of Request

Following review, the Director of TPS will accept, offer cost comparable amendments, or deny the vehicle request and will contact the requestor with the decision. This process will be sensitive to the operational needs of each department.

a. *Acceptance of vehicle request*

The Director of TPS (or designee) will contact Purchasing Services and copy the vehicle requestor. The vehicle requestor will then continue the purchasing process.

b. *Amendment of vehicle request*

If the Director of TPS finds the requested vehicle does not meet this procedure's criteria (for example, the requestor asks for a full-size vehicle when a compact will suffice or requests a fuel inefficient vehicle when a comparable efficient vehicle exists), the Director may suggest an alternative vehicle to the requestor. If the requestor accepts the suggestion, the Director of TPS will contact Purchasing Services and copy the vehicle requestor.

c. Denial of vehicle request

The Director of TPS reserves the right to deny a vehicle request (for example, if it is deemed unnecessary or duplicative, or inappropriate for other relevant reasons). The Director of TPS will communicate the decision to the requestor.

d. Appeals Process

Any department wishing to appeal the decision of the Director of TPS may make a written request to the Vice President for Finance and Administration who will make a determination in their sole discretion. There shall be no further appeal.

IV. Procedure of Accepted Vehicle

Once a vehicle has been selected, approved, and purchased, an initial intake appointment must be scheduled with Transportation and Parking Services. The vehicle should arrive to the intake appointment with a second set of keys for the Automotive Repair Shop (AMR) to retain. During this appointment vehicle will be entered into the maintenance system, checked for registration and insurance documents, preventative maintenance intervals will be established, and University branding decals can be installed at this time by AMR if provided by the department owning the vehicle. All drivers are required to comply with the University of Vermont's [Driver Safety and Motor Vehicle Use](#) policy. If the vehicle is a replacement, the *University Vehicle* decal must be removed by the department before sale. The University Automotive Repair Shop maintains University fleet vehicles and records. If a departmental vehicle receives service from a third party, records must be provided to the Automotive Repair shop.

Contacts

Questions concerning the daily operational interpretation of this UOP should be directed to the following:	
Title(s)/Department(s):	Contact Information:
Transportation & Parking Services	(802) 656-8686 parking@uvm.edu

Forms/Flowcharts/Diagrams

- [Vehicle Request Form](#)

Related Documents/Policies

- [Driver Safety and Motor Vehicle Use Policy](#)
- [Purchase or Lease, Contract Approval, and Signatory Authority of Goods and Services Policy](#)

Training/Education

No training is required under this University Operating Procedures to complete the vehicle request process. The [Transportation and Parking Services website](#) contains all of the information needed to complete the vehicle request process detailed under this procedure.

Education about vehicles and related systems applied to this procedure will be provided on an as-needed basis by Transportation and Parking Services.

About This Procedure

Responsible Official:	Vice President for Finance and Administration	Approval Authority:	Vice President for Finance and Administration
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