



**FLEET MANAGEMENT SERVICES
VEHICLE REQUEST JUSTIFICATION FORM**



Vehicle Requested By:	Agency/Department:	Division/Unit:
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PURPOSE OF REQUEST

New vehicle assignment Exchange current vehicle license # for a different type of vehicle

ASSIGNED DRIVER CONTACT INFORMATION

Name:	E-mail:	Office/Cell #:
Work Mailing Address:		Work Physical Address:

PRIMARY VEHICLE FUNCTION

Please describe, in detail, the primary function of this vehicle. If requesting an upgrade to the current vehicle, explain how the vehicle will be used differently, and the impact if the vehicle is *not* upgraded. If requesting a new vehicle, provide an explanation supporting the request to increase the fleet, the changes prompting the need, and the impact if *not* acquired.

VEHICLE USE INFORMATION

Estimated weekly usage (days)?	Estimated monthly mileage?	Will this vehicle travel <i>off-road</i> ? If yes, what % of time?
If applicable, what is the tow capacity requirement?		List the type/weight of cargo the vehicle will carry?
Number & frequency of passengers the vehicle will carry (days/month)?		Is this vehicle replacing mileage reimbursement for private vehicle use?
Estimated lease vs. mileage reimbursement savings?		Estimated daily/monthly mileage reduction, if any?
How are the state travel needs currently being met?		Will the vehicle be used to perform essential / critical state business? If yes, describe below

ADDITIONAL COMMENTS

Pursuant to Executive Order 15-12 (Governor's Climate Cabinet and State Agency Climate Action Plan), in an effort to conserve resources, save energy, and reduce greenhouse gas emissions, FMS provides right-sized vehicles to departments for state travel. Travel in inclement weather is generally not considered sufficient justification for a 4-wheel/all-wheel drive vehicle.

TYPE OF VEHICLE REQUESTED

SEDAN	<input type="checkbox"/> Compact (Ford Focus size)	<input type="checkbox"/> Mid-size (Ford Fusion size)	<input type="checkbox"/> Full-size (Ford Taurus size)
SUV	<input type="checkbox"/> Compact (Ford Escape size)	<input type="checkbox"/> Intermediate (Ford Explorer size)	<input type="checkbox"/> Full-size (Chevy Suburban size)
VAN	<input type="checkbox"/> 7 Passenger Mini	<input type="checkbox"/> 12 Passenger Full-size	<input type="checkbox"/> Cargo
PICKUP	<input type="checkbox"/> Compact <input type="checkbox"/> 1/2 Ton <input type="checkbox"/> 3/4 Ton <input type="checkbox"/> 1 Ton <input type="checkbox"/> Standard Cab <input type="checkbox"/> Crew Cab <input type="checkbox"/> Ext. Cab <input type="checkbox"/> Short Box <input type="checkbox"/> Long Box		

APPROVAL OF REQUESTING AGENCY - SECRETARY/COMMISSIONER/APPOINTING AUTHORITY

Signature of Appointing Authority:	Printed Name and Title:	Date:
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