

# Fleet Vehicle Request & Justification Form

## SECTION A: Department Information

**Agency/Department:**

**Division:**

**Fleet Vehicle Coordinator**

The main point of contact between your department and Fleet Management Services.

**Full Name:**

**Job Title:**

**Email:**

**Phone:**

**Authorized Financial Signatory**

Must have the authority to approve financial commitments and will sign all new/replacement vehicle lease agreements. (AOT only: Central Garage must approve all requests)

**Full Name:**

**Job Title:**

**Email:**

**Phone:**

## SECTION B: Vehicle Request

**Request Type:**

Replacement Vehicle. If applicable, provide the following details for the vehicle being replaced:

License Plate:

Year:

Make/Model:

Current Odometer:

New Vehicle/Fleet Expansion; please check all applicable reasons:

New statutory requirements

Fleet increase approved by Agency Secretary/Authorized Authority

Replacing mileage reimbursement (anticipated cost savings: \_\_\_\_\_ )

Other. Please specify:

**Lease Assignment Term:**

Permanent

Temporary/Seasonal (limited availability)

**Intended Use:**

Shared Use

Assigned to (name):

**Vehicle Parking Address:**

If this is an employee's home, please submit the *Employee Request to Take State Vehicle Home* form, available on our website, with this request.

**How many miles do you expect this vehicle to travel per year?**

**For ALL requests: describe in detail the need and primary use of the requested vehicle.**

**For New Vehicle/Fleet Expansion:** describe how the travel needs are currently being met, how the new vehicle will result in cost savings, and any adverse impacts if the request is not approved.

**AWD/4WD**

AWD/4WD vehicles are more expensive, have higher maintenance costs, and a larger environmental footprint. These vehicles are approved only with sufficient justification. If you are requesting an AWD/4WD vehicle, please select all that apply:

- This vehicle will regularly travel on moderate off-road terrain for state business.
- This vehicle will be required to operate during adverse winter weather conditions, with no flexibility to delay or reschedule travel.

**Please explain why the nature of the work performed in this vehicle requires operation in these conditions:**

## SECTION C: Engine Type

### Choosing Your Engine Type

If available, Hybrid engines are required for all new vehicle requests. However, Fleet Management Services (FMS) is committed to supporting Vermont's environmental and climate goals. To help meet these, departments are strongly encouraged to consider plug-in hybrid or full electric vehicles wherever feasible.

Why choose a plug-in vehicle?

- **Cost Savings:** Significantly reduced fuel and maintenance costs over the vehicle's lifecycle.
- **Environmental Impact:** Significant reduction in greenhouse gas emissions compared to conventional gasoline or hybrid vehicles.
- **Range:** Many full electric vehicles (EVs) are well-suited for typical state employee travel, with ranges comfortably supporting round trips of anywhere from 100 – 300 miles on a single charge.
- **Charging Infrastructure:** Charging stations are increasingly available at key state office locations, making it easier to charge vehicles between trips.
- **Driver Support:** FMS is here to assist drivers with their transition to a plug-in vehicle, ensuring drivers feel confident operating their new EVs.

If you are unsure whether a plug-in vehicle is a viable option for your department, Fleet Management is available to provide guidance. Should you choose a fully electric vehicle, we will work closely with you to select the make and model that best aligns with your team's specific needs.

**Note:** Selecting a plug-in vehicle on this form doesn't guarantee assignment. The final vehicle will depend on availability and the full spectrum of your needs. Your Leasing Coordinator will work with you to select the best fit.

#### Select your desired engine type:

Hybrid engines are required as the standard option; plug-in vehicles should be selected when feasible.

Hybrid

Plug-in Hybrid

Full Electric

**Comments:**

## SECTION D: Desired Vehicle Specifications

### Rightsizing Your Vehicle

- **Sedans and Hatchbacks** are the most cost-effective with better fuel efficiency and lower operating costs. For most day-to-day travel, these cars provide more than enough space while keeping expenses low.
- **SUVs** are larger and cost more to maintain and fuel. They should only be selected if your team needs substantial cargo space or consistently transports many passengers at once.

### Compact vs. Mid-Size vs. Full-Size Vehicles:

- **Compact Vehicles** Ideal for fuel efficiency and smaller travel teams with minimal cargo.
- **Mid-Size Vehicles** Suitable if you need extra space for passengers or cargo.
- **Full-Size Vehicles** provide maximum space but come with higher fuel and maintenance costs. These should only be selected when there's a clear and consistent need for extra space or passenger capacity.

In most cases, opting for a compact or mid-size **sedan or hatchback** will meet your department's needs while helping us manage costs efficiently and reducing environmental impact. The *occasional* need for a larger vehicle can often be satisfied by renting a van through the Fleet Motor Pool.

### Select your vehicle type and size:

**Sedan:**

**Truck:** (Select for size, cab, AND bed)

**Hatchback:**

Truck size:

**SUV:**

Cab:

**Van:**

Bed:

**Is there anything you'd like us to know about your vehicle needs?** Or if you are seeking a vehicle type and size that is not an option above, please describe it here:

### Upfit Equipment/Optional Add-ons:

Choose all that apply. Note: Additional equipment will increase the vehicle cost and your monthly lease rate.

Dump Body

Step Boards

Service Body

Tonneau Cover:

Truck Cap:

Security Divider

Tow Package (min. load:        lbs.)

Police/Special Service Equipment

Snowplow

Warning lighting

Salt spreader

**Is there anything you'd like us to know about your upfit needs?** Or if you are seeking an equipment add-on that is not listed above, please describe it here:

**Note:** The vehicle assigned will depend on current contract availability and supplier inventory. Specific make/model requests can rarely be accommodated.

## SECTION E: Justification for a SUV, Van, or Truck

### Complete this section if:

- You are requesting an SUV, Van, or Truck, **and/or**
- You are requesting to replace an existing vehicle with a larger vehicle type (e.g., from a sedan to an SUV)

As outlined in Executive Order 15-12 (Governor's Climate Cabinet and State Agency Climate Action Plan), Fleet Management Services is dedicated to providing right-sized vehicles that save resources, conserve energy, and reduce greenhouse gas emissions.

**Provide a detailed explanation for the need for an SUV, van, or truck.** Your explanation should address:

- **Nature of your work:** Describe the specific tasks and responsibilities that require a larger vehicle.
- **Work changes:** If you are replacing a smaller vehicle, explain how the nature of your work has evolved to necessitate a larger one.
- **Equipment or materials:** Specify any tools, equipment, or materials you need to transport regularly.
- **Passenger needs:** Indicate the typical number of passengers who will frequently use the vehicle.

## SECTION F: Approval

**Signature of Appointing Authority:**

**Title:**

**Date:**

**Submit the completed form to your Leasing Coordinator, or: [BGS.FleetServices@Vermont.gov](mailto:BGS.FleetServices@Vermont.gov)**

*Please allow 5 business days for a response.*