

UWF Vehicle Needs Assessment Form

Complete and submit by **June 30th** to the Vice President, Division of Finance and Administration
 Building 10/Room 123 or email to finadmin@uwf.edu

Department _____

Date: _____

Responsible Party _____

Contact information: _____

Assessing vehicle needs involves not only calculating the quantity of vehicles required, but assessing the types of vehicles which can perform and be maintained in the area of operation. The purpose is for each department to evaluate the needs for vehicles, the usage of the vehicles, and identify if additional vehicles need to be purchased, old ones surplus, etc.

Replacement Assessment Guideline

Variable	Point allocation	Vehicle 1	Vehicle 2	Vehicle 3
Age	1 point for each year of age			
Mileage	1 point for each 25,000 miles			
Type of Service	1, 3, or 5 points based on the type of service assignment for that vehicle is given. For example, an off-road vehicle may be assigned a 5 because it is subject to harsh road conditions or daily use, whereas a sedan driving on paved roads could be assigned 1 point.			
Condition of vehicle	1, 3, or 5 points would be used to evaluate the body condition, rust, interior condition, accident history, anticipated repairs, etc. (Scale 1-Excellent and 5-Poor condition)			
Reliability	1, 3, or 5 points depending upon the frequency that a vehicle is in the shop for repair. 5 points would be assigned to a vehicle that is in the shop two (2) or more times per month on average, while a rating of 1 point would be assigned to a vehicle in the shop an average of once every three (3) months or less. (Scale 1 - Excellent and 5-Poor reliability)			
Maintenance and Repairs costs this fiscal year	1, 3, or 5 points based on total life costs (not including accident damage repairs). A 5 may be assigned to a vehicle with lifetime costs equal to or greater to the vehicle's original purchase price, while 1 point may be given to a vehicle with life and M&R costs equal to 20% or less of its original purchase cost.			
Total Points				

Evaluation Ranges for Light and Medium Vehicles

Light and Medium vehicles have 2 axles

- Under 20 points: Excellent to Very Good condition
- 20 to 24 points: Good condition
- 24 to 29 points: May qualify for replacement planning
- 30 points and above: Consider for replacement

Evaluation Ranges for Heavy Vehicles

Heavy vehicles have 3 or more axles.

- Under 18 points: Excellent to Very Good condition
- 18 to 22 points: Good condition
- 23 to 28 points: May qualify for replacement planning
- 29 points and above: Consider for replacement

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Considerations Regarding Replacement of a Vehicle

1. Funding for these vehicles is the responsibility of the individual department. Accordingly, reserves should be set aside to make these purchases. No funding for vehicles will be provided from central budget accounts.
2. University vehicles older than **10 years' service** or **logging over 100,000 miles** are recommended for replacement. This expense would be the responsibility of the using Department. However, there may be circumstances in which vehicles may be replaced sooner (such as excessive maintenance or repair costs) or retained longer (such as low maintenance costs).
3. New University vehicles may be acquired with demonstrated need (growth in service as an example) or in replacement of an old university vehicle.

Vehicle Management Plan

A Vehicle Management Plan's goal is to formalize the process concerning management of University vehicles within a university division. It is not the intent to create a motor pool/ centralized fleet program. Each area Vice President is responsible for a Vehicle Management Plan within their area of responsibility. Key issues of this plan should address the following items.

1. Minimum Use criteria
 - a. Existing and future University vehicles not meeting the utilization requirements (listed below) should be declared surplus.
 - b. Cars, vans, and SUVs must log at least 100 miles/year
 - c. Exemptions to the Minimum Use Criteria
 - i. Vehicles with a manufacturer's gross vehicle weight rating (GVWR) of more than 8,600 pounds
 - ii. Law enforcement and emergency vehicles
 - iii. Specialty vehicles (e.g. high voltage bucket trucks, heavy construction vehicles, etc.)
 - iv. Special exemption granted by a Vice President and documented in writing. For example,
 1. Student teaching needs and critical academic need are strong considerations for exemption.
 2. Vehicle trip counts can also be used as consideration for exemption from the minimum mileage requirement.
2. Grant purchases of vehicles are considered an exception and not subject to this plan.
3. Pooling of vehicles among Colleges and Departments is encouraged. Sharing vehicle resources is an extremely powerful tool in maximizing vehicle resources.
4. Standard Operating Procedures (SOPs)-each department will fund and schedule preventative and routine maintenance and address safety deficiencies. This will be based upon a SOP submitted with the Needs Assessment Form.