

VEHICLE REQUEST FORM

Agency: _____

Describe the vehicle requested (vehicle class or suggested make/model¹):

Describe how the agency will use the vehicle:

Indicate the approximate number of miles the vehicle will travel each month: _____

Indicate the approximate number of days the vehicle will be used each month: _____

Will the vehicle need special equipment? Yes _____ No _____

If yes, describe the specific equipment needed:

Will the vehicle be used to transport clients/inmates? Yes _____ No _____

If yes, indicate the approximate number of clients/inmates per trip: _____

Will this vehicle be used for purposes other than transportation of persons (i.e.: grounds maintenance, transportation of equipment, etc.)? Yes _____ No _____

If yes, describe the purpose. If this vehicle is to be used for the transportation of equipment, list the specific equipment to be transported, specifying its weight and surface area:

Will this vehicle be used to tow? Yes _____ No _____

If so, please list what will be towed, the frequency and the weight of the cargo:

Is a four-wheel drive vehicle needed? Yes _____ No _____

If yes, please describe the specific conditions that dictate this requirement:

¹ DAS retains final authority to make decision regarding make and model of vehicle.

Is this vehicle part of an approved facility evacuation plan? Yes _____ No _____
If yes, attach a copy of that plan.

Will the vehicle be used as a pool vehicle ___ or assigned to an individual employee ___?
Provide the names, titles and duty stations of the prospective operators:

If the vehicle is to be assigned to an individual employee:
List the license plate number(s) of the state-owned vehicle(s) (if any) previously
assigned to that employee: _____

Has that employee received two or more moving violations while driving a state-
owned vehicle or been the subject of two or more complaints involving the use of a
state-owned vehicle in a six month period? Yes _____ No _____

If yes, explain why the employee should not be required to forfeit the
privilege of using a state-owned vehicle:

Where will the vehicle be garaged overnight? *

*Before any vehicle can be garaged at the home of an employee on a continuous
basis, the agency must obtain explicit approval from DAS Fleet Operations.

CERTIFICATION

- I certify the vehicle requested is essential to the conduct of agency business and is the most cost-effective and efficient method of providing transportation to agency employees.
- I certify that:
_____ it would be less costly to use a state vehicle than it would be to reimburse employees for mileage travelled in their personal vehicles; or
_____ specialized circumstances, such as particular equipment needs or risk management concerns, dictate the use of a state vehicle.
- I certify that the information provided above is accurate and correct to the best of my knowledge.

Signature: _____ Date: _____

Agency Head