



UC San Diego

Policy & Procedure Manual

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CENTRAL GARAGE

Section: 551-2 SUPPLEMENT 1

Effective: 08/21/2018

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SUPPLEMENT 1

DEPARTMENT VEHICLE REQUEST

University of California, a national leader in sustainability, has pledged to become carbon neutral by 2025, becoming the first major university to accomplish this achievement. In order to best support this initiative, Fleet Services reviews vehicle acquisitions. We facilitate this by requesting departments complete a Vehicle Request Form. Please complete all portions of this form including obtaining the requisite signatures. Please note that a separate form must be completed for each vehicle requested.

Department Vehicle Request

Use this form to request the procurement of a new vehicle asset, whether to be purchased by the department, or leased from Fleet Services. UC San Diego's Climate Action Plan aims to reduce campus fleet emissions by 4.7% per year until 2020 and by 4% per year from 2021-2050 or until we reach climate neutrality.

"UC, a national leader in sustainability, has pledged to become carbon neutral by 2025, becoming the first major university to accomplish this achievement.

Through efficient use and procurement of vehicles we are helping the UC achieve our carbon neutrality goals.

We are the University of California, and there is no reason that UC can't lead the world in this quest, as it has in so many others."

UC President Janet Napolitano

<https://www.ucop.edu/carbon-neutrality-initiative/index.html>

Fleet Services and IPPS Procurement & Contracts work together as gatekeepers to ensure any vehicle procurement is justified and is best in class providing the lowest carbon footprint based on available technologies that can be serviced and supported.

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PPM 551 – 2 Supplement 1 Department Vehicle Request**

- 1) Please list the vehicle you are requesting and define the operational purpose of the vehicle:

- 2) Is this vehicle replacing a vehicle that is no longer serviceable and/or is obsolete: Yes ___ or No ___
- 3) If yes, please list the UCID number of the vehicle being replaced: _____
- 4) Does your department operate other vehicles of this type? Yes ___ or No ___
If yes, how many? _____ If no, skip to question 6.
- 5) Please explain why increasing the utilization rate of other vehicles of this type is not a feasible solution to meet operational requirements:

- 6) What will be the planned geographical area of operation and anticipated annual mileage?

- 7) Are you requesting an AFV (Alternative Fueled Vehicle) or hybrid vehicle? (AFVs include E85 Flex Fuel, Electric, CNG or Hydrogen Fuel Cell) Yes ___ or No ___ **If yes, skip all remaining questions.**
- 8) Have you consulted with Fleet Services who can assist you with providing possible AFV and/or hybrid vehicle options? Yes ___ or No ___ **If no, contact Fleet Services for assistance.**
- 9) Did Fleet Services identify any viable AFV and/or hybrid vehicle options for you to consider? Yes ___ or No ___ If yes, answer question 10, if no, skip question 10.
- 10) What are the operational objections as to why an AFV and/or hybrid vehicle is not being considered?

Requester's Department: _____

Name of Requester: _____ Date: _____

The campus fleet is one of the most visible items in the public eye, so every step taken to reduce our carbon footprint brings us one step closer in our efforts to support UC Carbon Neutrality Initiative goals.

Printed Name of Manager/Department Reviewer: _____

Signature: _____

Printed Name of Dept. Business Officer/MSO/Director: _____

Signature: _____

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PPM 551 – 2 Supplement 1 Department Vehicle Request**

Approval Signature of Your Area's V/C, AVC or Dean: _____
(If within RMP, leave above line blank)

Date received by Fleet Services: _____ By: _____

Comments _____

Request is:

Approved (date) _____ V/C Resource Management and Planning

Returned for Reconsideration (date) _____ Signature: _____

Comments _____

