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.
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2) Is this vehicle replacing a vehicle that is no longer serviceable and/or is obsolete: Yes___ or No___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: __________________________________________
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
_____________________________________________________________________________
_____________________________________________________________________________