1. **ADDITIONAL VEHICLE JUSTIFICATION**: Agencies must demonstrate how cost savings will be generated by adding an additional vehicle to your fleet. This can be shown through, but is not limited to reduced mileage reimbursements, eliminated vehicle leases/rentals, etc. If an Agency requests an additional vehicle, the Agency must answer the following questions at the bottom of form DOA-3016**.**

**Note:** Any request for additional vehicles without answers to these ten (10) questions will be denied. These questions are located at the bottom of form DOA-3016.

* 1. What type of vehicle are you requesting, including Make and Model?
	2. Why are you requesting an additional vehicle?
		1. Clearly describe what program this vehicle will be assigned to, what it will be used for, who will benefit from it and who will be using it.
		2. What agency programmatic responsibilities will the additional vehicle meet?
	3. How many miles per month do you anticipate the vehicle will be driven?
		1. What is the basis for your mileage estimate?
		2. Will this be a personally assigned, work-share or motor pool vehicle?
		3. If this is a work-share vehicle how many people will benefit from it?
	4. Has legislation passed expanding the scope of your agency, thus requiring an additional vehicle? If so, please provide the statutory citation and a brief summary of the new legislation.
	5. Has there been an increase in staff required travel? If so please explain.
	6. Is your mission at risk due to a lack of vehicles? If so, explain.
	7. Agencies must assess the efficiency of their current fleet operation to clearly demonstrate the need for an additional vehicle.
		1. Please explain the process you used to determine that a re-allocation of a current vehicle is not feasible.
		2. Please provide an analysis of your current fleet usage and an explanation of the process you use to track vehicle availability.
	8. Does your agency issue turn down slips when fleet vehicles are unavailable? If so,
		1. How many actual turn down slips do you give each workday (M-F) or work week (M-F)?
	9. How many workdays (M-F only) was your fleet at a 100% utilization rate?
	10. Does your agency use annual lease agreements with an outside vendor because a permanent vehicle is not available?
		1. If so, how many vehicles does your agency lease, what types of vehicles are they, how many miles are they driven?
		2. What is your annual lease spend?
		3. What impact will an additional vehicle(s) have on your annual lease costs? By how much will the additional vehicle(s) reduce your lease costs?
	11. Does your agency pay out personal reimbursement miles when a fleet vehicle is unavailable? (This is only applicable if you are handing out “non-availability slips”). Reimbursements paid to staff that “choose” to drive their own vehicle instead of using an available state vehicle does not qualify.
		1. What is the cost of personal reimbursement miles paid out due to non-availability slips?
		2. If an additional vehicle(s) is approved, how much of a reduction in reimbursement mileage payout do you expect and what is the basis for your estimate?

If you are unable to justify your vehicle request by providing some or all of the required information, please provide as much detailed information as possible to justify your request. The decision to approve or deny your request for additional vehicles will be based on our ability to analyze the supporting documentation you have provided. Therefore, please make sure to provide as much detail as you can to justify your request. Staff may ask for additional supporting documentation as part of this analysis.