

	<b>Department / Agency <u>Fleet Profile and Assessment</u></b>
Established 12/14/2010	Revised xx/xx/xxxx

## Introduction

The state of Nevada operates a large scale fleet of vehicles dispersed among many different departments and geographical areas within the state. Collectively these vehicles account for thousands of vehicles statewide and a significant financial liability to the state as a whole. Therefore, departments are instructed to use this worksheet as a tool to assist them in evaluating and justifying their fleet.

These resources are purchased with taxpayer funds and departments must be prudent in how they managed these resources.

This Fleet Profile and Assessment worksheet is only used internally to assess current vehicles operated by the agency and or justify a new/replacement vehicle purchase to the agency head.

## Current Fleet Statistics

Department / Agency Name:
Budget Acct:
Address:
Contact Name:
Phone Number:
E-mail:

**Attach an up-to-date list of the vehicles operated by your agency using an inventory list or your agency's fleet management software listing.**

### **1. Self-Assessment Questions**

- A. What internal controls are in place to manage your fleet (e.g. custody of keys, authorization for use, tracking of maintenance and fuel use, tracking of utilization, etc.)?
- B. Who authorizes vehicle purchases in your agency? What criteria is used to justify the type of vehicle that is purchased (e.g., 4 x 4, sedan, etc.)?

- C. Who reviews vehicle purchases to ensure they meet the agency's needs, are fuel efficient, meet alternative fuel mandates if required and ensure the purchase is in the best interest of the state?
- D. Who authorizes vehicle disposals?
- E. What internal policies does your agency implement to ensure that usage of fleet vehicles is balanced and an efficient use of a state resource (e.g., pooling vehicles to allow use among more organizational groups within the agency, requiring that usage be balanced across all fleet vehicles and not just certain favored vehicles, transferring vehicles either by location or organizational group to meet changing agency needs and improve efficiency, etc.)?
- F. Who will maintain your vehicle(s)? Commercial or in-house?
- G. Who authorizes vehicle repairs? Do they have knowledge and experiences in the automotive repair industry i.e., are they qualified to make this decision?

## **2. Justification for New Vehicle Purchases**

- A. Have you reviewed new vehicle requirements in SAM 1300 prior to submitting this request?
- B. Will the new vehicle meet utilization requirements? List the anticipated annual mileage and numbers of days of expected use for the new vehicle.
- C. Have alternates to new vehicle purchases been explored to perform this function (e.g., rental car, private car, etc.)?
- D. What are the consequences to your agency and the state if this new vehicle is not approved?
- E. Will the vehicle require additional equipment be installed? If yes, have you budgeted for it?
- F. How will the vehicle be funded? General appropriation? Replacement fund i.e., internal service fund?
- G. How will its future replacement vehicle be funded?
- H. Have you budgeted for vehicle operating cost i.e., insurance, fuel, maintenance?
- I. As the official with the authority to approve new vehicle purchases for your agency, can you validate that the new vehicle is critical to the mission of your agency, that maintenance costs associated with the vehicle have been responsibly budgeted for, that the vehicle will meet all applicable state requirements for new vehicle purchases, and that there is a reasonable expectation that minimum utilization requirements will be met once the vehicle is in service?

