

# County of Ventura - County Executive Office

## New Requests for Vehicle/Equipment Assignment Upgrades to Replacement Vehicles/Equipment Hold-Over Vehicles/Equipment

*Requests for newly assigned vehicles shall be made to the Fleet Manager who will then send to the appropriate CEO analyst. Justification shall be provided on the requirement, including expected annual mileage, frequency of use, special equipment needed, and confirmation that the need cannot be met through use of the Motor Pool or other vehicles already assigned to the agency.*

- 1. If approved, the Fleet Manager shall determine if the new requirement can be met with existing inventory in lieu of a new purchase.*
- 2. The Fleet Manager shall review the estimate provided by the requesting agency and related documents, and determine best method to acquire.*
- 3. Any hold over vehicles/equipment are seen as additions and will require justification as they are an increase to the fleet and have Fleet capacity and budget implications for the County.*

## Please Circle One

### New Additional/Replacement Upgrade/Retain Asset

Submit one form per vehicle request to Fleet Operations Department

#### Contact Information

Date: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_ Budget Unit: \_\_\_\_\_

Please enter an "X" for desired request below:

New Additional \_\_\_\_\_ Replacement \_\_\_\_\_ Retain Asset \_\_\_\_\_

#### Asset Information

If requesting *new, upgrade or retain asset* provide the description (Year/Make/Model)

\_\_\_\_\_

Asset Classification Requested \_\_\_\_\_

If *replacement upgrade or retain asset*, what is the asset number being *replaced or retained*? \_\_\_\_

Please provide the odometer reading of the *vehicle being retained or requested for upgrade*

\_\_\_\_\_

Number of median miles/hours per year expected \_\_\_\_\_

Number of asset operators \_\_\_\_\_

Is asset expected to meet median usage standard of 7,200 miles in current year? Yes or No

Is asset expected to meet median usage standard next year? Yes or No

Will the business need still be met if *new or replacement upgrade* is an Electric or Hybrid

vehicle? Yes or No. If no, please describe \_\_\_\_\_

\_\_\_\_\_

Is this a grant vehicle/equipment? Yes or No

How frequently will this asset used? \_\_\_\_\_

Will asset be utilized by another department or division?

---

---

Describe why a shared pool or motor pool vehicle will not meet business needs?

---

---

What type of work is/will the asset primarily used for? Also include GVW, Towing, Hydraulic, etc.

---

---

Describe all specialty equipment that is, or will be mounted on the asset?

---

---

