

Light-duty Vehicle Needs Analysis Checklist

Attachment I

Departments are responsible for conducting a comprehensive review of all new and replacement vehicle requirements to validate the need and to ensure vehicle right-sizing to its intended purpose. The following factors should be evaluated to support vehicle selection decisions. Documented vehicle selection justifications should be retained for audit purposes.

Decision Factor	Considerations
1. Frequency of use (i.e. # of days required per week, month)	Use of short-term rental or external contract to meet infrequent requirements
2. Single-purpose or multi-purpose use (where vehicle performs varied tasks)	Shared vehicle/pool to provide for secondary uses which require larger vehicles (rather than specifying to highest common denominator)
3. Seasonal versus full-year vehicle requirement	Use of short-term rental or external contract for seasonal requirements
4. Normal passenger load	Consider normal passenger load only, and look at alternatives such as rental to manage the peaks
5. Normal payload	Consider normal payload only, and look at alternatives such as rental or shared/pool vehicle to manage the peaks
6. Van interior/truck box size	Look for work design efficiencies to reduce size requirements wherever possible
7. Towing requirements	Evaluate frequency of need and look at alternatives such as rental or shared/pool vehicle to manage the peaks
8. On-road versus off-road use	Consider frequency of off-road use, and look at alternatives such as rental or shared/pool vehicle to manage the peaks
9. Vehicle height limits	
10. Vehicle ground clearance	
11. Special attachments (e.g. under-hood compressors, PTO, plow, sander, etc.)	Consider frequency of need, and look at alternatives such as rental or shared/pool vehicle if possible
12. Transmission	
13. Vehicle options (e.g. seat selection, air, power options, etc.)	Must be justified, especially if desired options require upgrade to higher class of vehicle
14. Powertrain (e.g. gasoline, diesel, hybrid)	Decision should be based on lowest total cost of ownership over vehicle's life cycle while safely meeting needs.