

MANAGEMENT MEMO

SUBJECT:	NUMBER: MM 04-20
VEHICLE PURCHASE AND LEASE POLICY	DATE ISSUED: JULY 6, 2004
	EXPIRES: JULY 6, 2005
REFERENCES: FEDERAL ENERGY POLICY ACT OF 1992; CALIFORNIA VEHICLE CODE SECTION 25252; CALIFORNIA PUBLIC RESOURCES CODE SECTION 25722.5; MM-03-18; SUPERSEDES MM 02-21	ISSUING AGENCY: DEPARTMENT OF GENERAL SERVICES

Policy Purpose The Department of General Services is issuing this Vehicle Purchase and Lease Policy as part of the state’s efforts to meet ambient air quality standards, reduce the state fleet’s petroleum use and impact on the environment, and control statewide fleet costs. This policy applies to the purchase and lease of light-duty Alternative Fuel, Gasoline, Hybrid-Electric and all Sport Utility and Four-Wheel Drive vehicles.

Alternative Fuel Vehicles As required by the Federal Energy Policy Act (EPA) of 1992, 75 percent of the state’s light-duty (8,500 pounds gross-vehicle-weight rating (GVWR)) vehicle purchases must be Alternative Fuel Vehicles (AFVs). A listing of all AFVs on the state’s vehicle master contract can be viewed at:
<http://www.pd.dgs.ca.gov/contracts/vehicles.htm>

State offices, agencies and departments must purchase AFVs that can be operated on alternative fuels currently available in California. To the maximum extent practicable, each state office, agency, and department that has bi-fuel natural gas and bi-fuel propane vehicles in its fleet shall use the respective alternative fuel in those vehicles.

To locate a fueling station for your AFV, please refer to:
<http://www.cleancarmaps.com/home>

Gasoline and Hybrid-Electric-Powered Vehicles After having met the Federal EPA mandate, all gasoline-powered light-duty sedans purchased or leased by state offices, agencies and departments must be at a minimum certified to the California Air Resources Board’s (CARB’s) LEV II Ultra Low Emission Vehicle (ULEV) standards. Light-duty pickups, vans and sport utility vehicles (SUVs) must be at a minimum certified to the CARB’s LEV I ULEV standards or equivalent. Offices, agencies and departments shall, when available, maximize the purchase or lease of available vehicles that meet or exceed California’s LEV II Super-Ultra Low Emission Vehicle (SULEV) passenger car standards for exhaust emissions and maximize the purchase or lease of hybrid or “Best in Class “ vehicles that are substantially more fuel efficient than the class average. To view a listing of vehicles meeting these requirements, please refer to: <http://www.arb.ca.gov/msprog/ccvl/ccvl.htm>

Sport Utility and Four-Wheel Drive Vehicles

In order to discourage the purchase or lease of SUVs and four-wheel drive trucks, each state office, agency, or department seeking to purchase or lease either SUVs or four-wheel drive trucks must demonstrate to the satisfaction of the Director of General Services that the vehicle is required to perform an essential function. If it is so demonstrated, priority consideration shall be given to the purchase or lease of an alternative fuel or hybrid sports utility vehicle or four-wheel drive vehicle.

Exemptions

The Vehicle Purchase and Lease Policy does not apply to authorized emergency or law enforcement vehicles that are equipped with emergency lighting per California Vehicle Code Section 25252.

The Office of Fleet Administration (OFA) will review any exception or exemption request to this policy and assist offices, agencies and departments with vehicle purchases and leases. All vehicle acquisition requests must be submitted on an OFA 160 Vehicle Acquisition Request Form. For a copy of the OFA 160 refer to:

http://www.documents.dgs.ca.gov/ofa/memos/mm03_18.pdf

DGS Contact

I appreciate your efforts in helping California meet its environmental and energy security goals. If you have any questions, please contact Rick Slama, Staff Services Manager, Office of Fleet Administration, at (916) 327-2567, rick.slama@dgs.ca.gov.

Original Management Memo Signed by Ron Joseph, Director

Signature

Ron Joseph
DGS Director