



DEPARTMENTAL GUIDELINES FOR ACQUISITION OF NEW VEHICLES

Step 1: Establish Departmental Oversight of Vehicle Purchasing

Assign a committee or individual to oversee the purchases and inventory of all vehicles in the Department

Step 2: Develop Inventory of Vehicles in the Department

Establish an inventory listing of all vehicles currently owned or being leased by the Department. Include the following information:

- a. Make, model, year;
- b. License plate number;
- c. Vehicle Identification Number (VIN);
- d. Gross vehicle weight rating;
- e. Vehicle fuel configuration (examples: gasoline; diesel; flex-fuel gasoline/E85; bi-fuel propane; dedicated propane; plug in hybrid ; battery electric; hydrogen fuel cell);
- f. Agency (see below);
- g. Location (island);
- h. Vehicle acquisition cost;
- i. United States Environmental Protection Agency rated fuel economy (City and Highway);
- j. Actual in-use vehicle miles traveled per year;
- k. Actual in-use vehicle fuel used per year; and
- l. Annual average vehicle fuel economy (miles traveled per year, divided by by gallons of fuel used per year).
- m. Additional information may be included at the discretion of the Department.

Step 3: Determine (and Document) What Constitutes an "Agency"

In the Department's vehicle inventory, each vehicle should be clearly assigned to one and only one Agency.

Each Department defines what constitutes an "agency." For example, does each Branch or Division constitute an Agency, is it the whole Department? Is each Neighbor Island office a separate "agency?"

What constitutes an "agency" must be clearly understood. If the determination changes, or is not clearly understood, it could bring the Agency out of compliance with the Federal vehicle reporting and purchase requirements – or, it could make the Agency appear to be out of compliance when the Agency had been in compliance, using a different definition.

Step 4: Identify Which Agencies Operate Covered Fleets

Each "covered fleet" is subject to the light duty vehicle purchase and reporting requirements of the [Code of Federal Regulations \(CFR\) Title 10: Energy, Part 490 - Alternative Fuel Transportation Program](#).

- a. To determine which of your Agencies have a covered fleet:
- 1) Determine the number of Light-Duty vehicles currently being used by each Agency. A light-duty vehicle¹ is a vehicle with a gross vehicle weight rating of 8,500 pounds or less, before any after-market conversion to alternative fuel operation.
 - 2) Remove² excluded vehicles from the list (see §490.2 definitions):
 - a) Motor vehicles held for lease or rental to the general public, including vehicles that are owned or controlled primarily for the purpose of short-term rental or extended-term leasing, without a driver, pursuant to a contract;
 - b) Motor vehicles held for sale by motor vehicle dealers, including demonstration vehicles;
 - c) Motor vehicles used for motor vehicle manufacturer product evaluations or tests, including but not limited to, light duty vehicles owned or held by a university research department, independent testing laboratory, or other such evaluation facility, solely for the purpose of evaluating the performance of such vehicle for engineering, research and development of quality control reasons;
 - d) Law enforcement vehicles;
 - e) Emergency motor vehicles;
 - f) Motor vehicles acquired and used for the purposes that the Secretary of Defense has certified to DOE must be exempt for national security reasons;
 - g) Non-road vehicles; and
 - h) Motor vehicles which, when not in use, are normally parked at the personnel residences of the individuals that usually operate them, rather than a centrally refueling, maintenance or business location.
 - 3) Compare the Agency's list of Light Duty Vehicles with the Decision Tree for State Government Fleets³ to determine whether or not the Agency operates a "Covered Fleet."
 - a) If the Agency owns, operates, or controls at least 50 Light Duty Vehicles (LDV) even after deducting excluded vehicles, proceed to the next YES box.
 - b) Of the 50 LDV's, if the Agency owns, operates, or controls 20 or more LDV that are primarily used on the island of Oahu, proceed to the next YES box
 - c) Before proceeding further, review the following definitions:

Centrally fueled means that a vehicle is fueled at least 75 percent of its time at a location that is owned, operated, or controlled by the fleet or covered person, or is under contract with the fleet or covered person for refueling purposes.

Capable of Being Centrally fueled means that a vehicle can be refueled at least 75 percent of its time at a location that is owned, operated, or controlled by the

¹ The term "motor vehicle" means any self-propelled vehicle designed for transporting persons or property on a street or highway. <http://epw.senate.gov/envlaws/cleanair.pdf> sec. 216 Vehicles with fewer than 4 wheels, or which are not capable of traveling at highway speeds on highways, are excluded.

² Each vehicle excluded from the list of "covered fleet" vehicles must have the reason for exclusion clearly identified.

This information is to be included on the Agency vehicle list and the Department vehicle list.

³ http://www1.eere.energy.gov/vehiclesandfuels/epact/state_decision_tree.html

fleet or covered person, or is under contract with the fleet or covered person for refueling purposes.

Covered Person means a person that owns, operates, leases, or otherwise controls-

- i. A fleet of least 20 LDV that are centrally fueled or capable of being centrally fueled, and are used on the island of Oahu; and
 - ii. At least 50 LDV's within the United States.
- d) If those same 20 LDV's are centrally fueled, or capable of being centrally fueled, the fleet is covered by the AFV acquisition mandate of EPAct and are required to purchase vehicles capable of operating on Alternative fuels as defined in Title 10: Energy, Part 490-Alternative Fuel Transportation Program, §490.2 Definitions
- 4) For more information on the State and Alternative Fuel Provider Rule, see: <http://www1.eere.energy.gov/vehiclesandfuels/epact/about.html>; or e-mail regulatory_info@afdc.nrel.gov; or call the Regulatory Information Line at (202) 586-9171. The number of non-excluded LDVs (included Light Duty Vehicles) operated by your Agency, and the number of those vehicles on Oahu, should be included with your question.
- b. If your Department has one or more Agencies operating covered fleets, review records to verify compliance with all vehicle purchasing and annual reporting requirements to date before proceeding to the next step.
- c. If you do not have a Covered Fleet, proceed to the next step.

Step 5: Vehicle Procurement

- a. The procurement policy for all agencies purchasing or leasing light-duty motor vehicles shall be to reduce dependence on petroleum for transportation energy.
- b. Beginning January 1, 2010, all state and county entities, when purchasing new vehicles, shall seek vehicles with reduced dependence on petroleum-based fuels that meet the needs of the agency.

The vehicles are to be selected in the following descending order of priority:

1. The agency shall first evaluate any available electric or plug-in hybrid electric vehicle and, if it meets the needs of the agency, such vehicle shall be selected.
2. If an electric or plug-in hybrid electric vehicle that meets the needs of the agency is not available, the agency may select a hydrogen or fuel cell vehicle.
3. If a hydrogen or fuel cell vehicle that meets the needs of the agency is not available, the agency may select an alternative fuel vehicle.
4. If an alternative fuel vehicle that meets the needs of the agency is not available, the agency may select a hybrid electric vehicle.
5. If a hybrid electric vehicle that meets the needs of the agency is not available, the agency shall select a vehicle that is identified by the United States Environmental

Protection Agency in its annual "Fuel Economy Leaders" report as being among the top performers for fuel economy in its class.⁴

- c. "Alternative fuel" means alcohol fuels, mixtures containing eighty-five per cent or more by volume of alcohols with gasoline or other fuels, natural gas, liquefied petroleum gas, hydrogen, biodiesel, mixtures containing twenty per cent or more by volume of biodiesel with diesel or other fuels, other fuels derived from biological materials, and electricity provided by off-board energy sources.
- d. Agencies may apply to the chief procurement officer for exemptions from the requirements of this section to the extent that the vehicles required by this section are not available or do not meet the specific needs of the agency; provided that life cycle vehicle and fuel costs may be included in the determination of whether a particular vehicle meets the needs of the agency. Estimates of future fuel costs shall be based on projections from the United States Energy Information Administration.⁵
- e. Vehicles acquired from another state agency and excluded vehicles are exempt from the requirements of this section.
- f. These requirements are NOT intended to interfere with the ability of a covered fleet to comply with the vehicle purchase mandates required by 10 Code of Federal Regulations Part 490 Subpart C.

Note that "covered fleets" are required to meet the Federal requirements and use the Federal definitions for the first 75% of their vehicle acquisitions. Applications for exemption from Federal requirements are handled by the U.S. Department of Energy.

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*Revision date: 1/1/2010
Guidelines revised to conform to the requirements of Act 156 of 2009.
Questions or suggestions may be directed to:
Transportation Energy Working Group
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⁴ <http://www.epa.gov/fueleconomy/class-high.htm>

⁵ http://www.eia.doe.gov/oiaf/aeo/excel/aeotab_12.xls