**Vehicle Policies**

# Vehicle Purchases

The number of vehicles allowed in the University's vehicle fleet is controlled by the State Legislature. A fixed number of vehicle slots have been authorized for use. Any contemplated additions to the fleet must be reviewed and approved by the Fleet Manager and the Department of Finance and Administration (DFA).

# Slot Allocations

The University has the opportunity once each biennium to request additional vehicle slots for consideration by the [Arkansas General Assembly.](http://www.arkleg.state.ar.us/)

Contact the [Fleet Manager](mailto:ellenf@uark.edu) to check for available slots if requesting a new vehicle without turning in an old vehicle. If no slots are available, the addition is subject to approval by the General Assembly.

The request and justifications for additional slots should reflect needs through the two-year biennial period (2021-2023, 2023-2025, etc.).

# Vehicle Purchases

The State Contract for vehicles is typically valid from October to March 15th of each year. [Vehicle Request Forms](https://procurement.uark.edu/Vehicle_Request_Form.pdf) should be submitted during this period to assure delivery by manufacturer.

NOTE: Manufacturers frequently have early production cut-off dates for certain makes and models. Requests should be submitted as close as possible to the contract beginning date.

Please review the steps of the vehicle ordering process:

<https://procurement.uark.edu/Steps_to_Order_Vehicle.docx>

Refer to <https://procurement.uark.edu/vehicles.php> for the current contract to use in ordering the correct Base Vehicle + Options, if any. Exterior vehicle color is normally white; certain circumstances allow for other colors on a case-by-case basis.

Additional justification is required when:

* Replacing vehicles that are less than five (5) years old and/or that have less than 75,000 miles. Very poor mechanical condition is the only justification allowed in this category; vehicles are considered to be in very poor condition when repairs equal at least one-half (1/2) of the vehicle's blue book value.
* A department does not wish to replace a vehicle and instead requests an "addition to fleet." A justification letter should explain why existing vehicles on your fleet cannot meet your department's transportation needs.
* An upgrade is requested. A replacement is considered an upgrade when the vehicle type/specifications for the new vehicle being requested is different than the vehicle currently on the fleet that is being replaced. Upgrades also

include requesting a larger size vehicle, an extended cab, 4-wheel drive a V-8 engine, etc. (if available on the contract).

# New Vehicle Delivery

Fleet vehicle orders are sent to the contract dealers. The contract dealers then place the orders with the automobile manufacturers. These vehicles are not built until the manufacturers have enough orders to have a line run in their factories. This is a lengthy process. *On the average, it will take the University of Arkansas 4-6 months to receive a new vehicle after the initial request is received by Procurement*.

# Used Vehicle Turn-In

Vehicles being replaced must be turned in to the Surplus Warehouse within thirty (30) days after delivery of new vehicle. The ordering department is responsible for the delivery of the old vehicle to Surplus Warehouse. Please be sure to clean vehicle interior prior to delivery.

After you receive your new vehicle from the dealership, you must complete the [Vehicle](https://procurement.uark.edu/policy/VehicleDisposalForm.pdf) [Disposal Form](https://procurement.uark.edu/policy/VehicleDisposalForm.pdf) and the [On Location Request Form](https://procurement.uark.edu/policy/OnLocationRequest.doc) for the old vehicle, then email to the Surplus Warehouse Manager, [goodson@uark.edu](mailto:goodson@uark.edu).

Vehicles ¾ ton or less will be sold by Marketing & Redistribution and the proceeds deposited into the State Motor Vehicle Revolving Fund. Vehicles one (1) ton or more will be sold by Marketing & Redistribution and the proceeds returned to the agency after deducting administrative fees.