



Oregon

Department of Administrative Services

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January 26, 2004

To: Agency Heads

From: Gary Weeks, Director, State Government Operations

Re: Sport Utility Vehicles (SUVs)

After reviewing the number and location of state-owned SUVs, it is clear that the State of Oregon owns too many SUVs. Consequently, we are imposing a moratorium on the acquisition of any additional SUVs and providing criteria to justify the continued use of existing SUVs. It is my intent to significantly reduce the number of state owned SUVs by the end of the 2005/2007 biennium.

To accomplish this project, DAS will implement the following new SUV criteria, reporting, and procedures:

Criteria for all state owned SUVs

State ownership or use of an SUV will be based on the most cost effective vehicle capable of performing necessary agency functions and subject to the same utilization standards identified in ORS 283.312-283.314 regulating sedans and station wagons. SUV ownership or use will be limited to the following criteria:

- ◆ Necessary for law enforcement (law enforcement is defined in ORS 181.010); or
- ◆ Regularly driven off road or on unimproved roads; or
- ◆ Where weather regularly creates road conditions where clearance becomes an issue as opposed to traction; or
- ◆ Where a lower priced, light-duty vehicle cannot perform in a manner that accomplishes mandatory transportation that is needed to accomplish the agency mission; and
- ◆ When documented with agency head approval.

SUVs not meeting these criteria will be replaced by an appropriate vehicle as soon as it is economically feasible. Surplus SUVs will be sold through State Surplus.

Vehicle Assignments

In adjusting vehicle assignments of DAS-owned vehicles, DAS Fleet administration may move vehicle assignments between agencies as needed to reduce its SUV numbers and maintain adequate transportation to using agencies.

Requests for SUVs

Agencies wishing to obtain an additional SUV, either agency-owned, through DAS Fleet or private sector leased, must submit a written request from the agency head to DAS Fleet Administration, a copy of which will be forwarded to the DAS Director, documenting the need and compliance with existing use criteria.

Reporting

By March 1, 2004:

Agency-owned: All agencies owning light duty vehicles (one ton and under) will submit a list of agency-owned or leased vehicles, as of October 31, 2003, with the following information:

- ◆ license number
- ◆ year
- ◆ make
- ◆ model
- ◆ current mileage, and
- ◆ previous six month average monthly mileage

In addition, agencies will need to justify the current use of each SUV owned or leased based on the criteria cited above. This information is due by March 1, 2004.

Permanently Assigned: Agencies using DAS permanently assigned vehicles need to submit justification for continued use of each existing SUV to DAS Fleet by March 1, 2004.

By December 15 of each year (starting December, 2004):

Agencies that own vehicles must submit a list to DAS of all light duty (one ton and under) vehicles with justification for current SUVs as of October 31. This list will include the license number, year, make, model, current mileage and previous six month average monthly mileage for each vehicle.

Agencies using DAS Fleet vehicles will need to justify continued use of all existing SUVs. DAS Fleet will supply each agency a list of SUVs currently on assignment to them as of October 31 of each year.

The above procedures and criteria will be incorporated into DAS Fleet policy. Any questions regarding this information should be directed to Cindy Becker (503-378-2627), DAS Director's Office.

I appreciate your cooperation.