

## 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, at a minimum, 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);
- f. Agency; and
- g. Location (island)
- h. Additional information may be included at the discretion of the Department.

### **Step 3: Collect Data, Beginning at Time of Vehicle Purchase**

Beginning with Fiscal year 2005-2006 and continuing thereafter, collect and maintain, for the life of each vehicle acquired, the following data:

- a. Vehicle year, make, model, license plate number, VIN, and gross vehicle weight rating;
- b. Vehicle acquisition cost;
- c. United States Environmental Protection Agency rated fuel economy (record City AND Highway ratings)
- d. Vehicle configuration, such as gasoline, diesel, flex-fuel gasoline/E85, dedicated propane, etc.;
- e. Actual in-use vehicle mileage;
- f. Actual in-use vehicle fuel consumption; and
- g. Annual average vehicle fuel economy. This may be derived by dividing: miles traveled by the vehicle during the fiscal year by gallons of fuel used by the vehicle during the fiscal year.

### **Step 4: Identify Agencies Which Operate Fleets of Thirty (30) or More Vehicles**

Beginning with Fiscal year 2005-2006, agencies which operate thirty or more vehicles are to collect and maintain, in addition to the above data, the following:

- a. Information on **all** vehicles in the fleet including vehicle year, make, model, license plate number, gross vehicle weight rating and vehicle fuel configuration.

- b. For each fuel type:
  - 1) vehicle miles traveled on that type of fuel, during the fiscal year;
  - 2) gallons of that type of fuel used, during the fiscal year;
  - 3) average miles per gallon of that type of fuel, during the fiscal year.

## Step 5: Identify 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. Determine if your Agency is operating a covered fleet:
  - 1) Determine the number of Light-Duty vehicles currently being used by your Agency. A light-duty vehicle<sup>1</sup> 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) Remove<sup>2</sup> the following excluded vehicles from the list:
    - a) Motor vehicles (See §490.2 Definitions) held for lease or rental (See §490.2 Definitions) 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 (See §490.2 Definitions);
    - 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 (See §490.2; also, See page 11 of this pdf file: [http://www1.eere.energy.gov/vehiclesandfuels/epact/pdfs/fed\\_reg.pdf](http://www1.eere.energy.gov/vehiclesandfuels/epact/pdfs/fed_reg.pdf))
    - e) Emergency motor vehicles (See §490.2 Definitions of 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) Nonroad vehicles (See §490.2 Definitions); and

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<sup>1</sup> The term "motor vehicle" means any self-propelled vehicle designed for transporting persons or property on a street or highway. <http://www.epa.gov/air/caa/caa216.txt> Vehicles with fewer than 4 wheels, or which are not capable of traveling at highway speeds on highways, are excluded.

<sup>2</sup> 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.

- 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 your Agency's list of Light Duty Vehicles with the Decision Tree for State Government Fleets ([http://www1.eere.energy.gov/vehiclesandfuels/epact/pdfs/state\\_decision\\_tree.pdf](http://www1.eere.energy.gov/vehiclesandfuels/epact/pdfs/state_decision_tree.pdf)) to determine whether or not your Agency operates a "Covered Fleet."
- a) If your 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 your 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 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**, your 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/state/index.html>;  
 or e-mail [regulatory\\_info@afdc.nrel.gov](mailto:regulatory_info@afdc.nrel.gov); or call the Regulatory Information Line at (202) 586-9171. The number of nonexcluded 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 Agency **is** operating a covered fleet, review records to verify compliance with all vehicle purchasing and annual reporting requirements to date.
- c. If your agency **is not** operating a Covered Fleet, proceed to the next step.

**Step 6: Vehicle Procurement Policy for vehicles which are not in a covered fleet**

The procurement policy for all agencies purchasing or leasing motor vehicles shall be to obtain energy-efficient vehicles in order to increase energy efficiency and use of renewable energy resources.

Definitions (for vehicles NOT in a Covered Fleet)

- a. "Agency" is defined as a State agency, office or department
- b. "Alternative Fuel" has the same meaning as contained in 10 Code of Federal Regulations Part 490 Subpart C, and currently includes:
  - 1) Alcohol fuels, including E-85;
  - 2) Natural gas;
  - 3) Liquefied petroleum gas (LPG), also known as "propane";
  - 4) Hydrogen;
  - 5) Coal-derived liquid fuels;
  - 6) Fuels (other than alcohol) derived from biological materials (including neat biodiesel);
  - 7) P-series fuels (specifically known as Pure Regular, Pure Premium and Pure Cold Weather) as described by United States Patent number 5,697,987; and
  - 8) Electricity (including electricity from solar energy).
- c. An "energy efficient" vehicle is defined as a vehicle that:
  - 1) Is capable of using an alternative fuel;
  - 2) Is powered primarily through the use of an electric battery or battery pack that stores energy produced by an electric motor through regenerative braking to assist in vehicle operation;
  - 3) Is propelled by power derived from one or more cells converting chemical energy directly into electricity by combining oxygen with hydrogen fuel that is stored on board the vehicle in any form;
  - 4) Draws propulsion energy from onboard sources of stored energy generated from an internal combustion or heat engine using combustible fuel and a rechargeable energy system; or
  - 5) Is on the list of "Most Energy Efficient Vehicles" in its class or is in the top one-fifth of the most energy-efficient vehicles in its class available in Hawaii as shown by vehicle fuel efficiency lists, rankings, or reports maintained by the United States Environmental Protection Agency.
- d. Excluded vehicles has the same meaning as provided in 10 Code of Federal Regulations Section 490.3

- e. Light-duty vehicle has the same meaning as contained in 10 Code of Federal Regulations Part 490.

Exceptions (for vehicles NOT in a Covered Fleet)

- a. 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.
- b. Vehicles acquired from another State agency are exempt from the requirements of this section.
- c. Excluded vehicles (see Step 5 for list of excluded vehicles) are exempt from the requirements of this section.

Questions or suggestions regarding these Guidelines may be directed to:  
Transportation Energy Working Group  
State of Hawaii  
c/o DBEDT  
Phone: 587-3809  
Email: mtome @ dbedt.hawaii.gov

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Dates and descriptions of modifications to Guidelines:

10/31/06 - original Guidelines issued  
12/08/06 - on Page 3, link to "Decision Tree for State Government Fleets"  
added