

**DEPARTMENTAL VEHICLE FLEET PLAN / REPORT
EXECUTIVE SUMMARY**

DEPARTMENT / AGENCY: _____

DATE PREPARED: _____

CURRENT FLEET FISCAL YEAR ENDING MARCH 31, 20__			PROPOSED ACQUISITIONS FISCAL YEAR 20__ /20__				PROPOSED DELETIONS FISCAL YEAR 20__ /20__				REVISED FLEET FISCAL YEAR ENDING MARCH 31, 20__			
			# LEASE	# PURCH	LEASE TERM MOS.	ESTIMATE AVERAGE UNIT COST (EXCLUDING H.S.T.)		# LEASE	# OWNED	LEASE TERM MOS.			ESTIMATE AVERAGE UNIT COST (EXCLUDING H.S.T.)	
VEHICLE TYPE	#LEASED	#OWNED				LEASE (MO.)	PURCHASE				LEASED (MO.)	PURCHASED	# LEASED	# OWNED
(1) SUBCOMPACT														
(2) COMPACT														
(3) MID-SIZE SIZE														
(4) FULL-SIZE														
(5) LUXURY														
(6) SMALL PICK UP														
(7) 1/2 TON PICKUP														
(8) MINIVAN-CARGO														
(9) MINIVAN -PASSENGER														
(10) CARGO VAN - FULL														
(11) PASSENGER VAN-FULL														
(12) 3/4 TON TRUCK														
(13) 1 TON TRUCK														
(99) OTHER(SPECIFY)														
Total														

SHORT-TERM LEASES / RENTALS (30 DAYS TO SIX MONTHS)

Estimated Departmental vehicle requirements for renting or leasing vehicles on a short-term basis. _____ vehicles for a total cost of \$_____ @ AVG. \$_____ PER (DAY / WEEK / MONTH).

NOTE: This report is an overall fleet summary and is in addition to the vehicle lease and purchase acquisitions forms which are set out in the Treasury Board Policy Manual, Attachment 18.02-II.
The "proposed acquisitions" section is a summary of the detail contained in the vehicle lease and purchase acquisition forms noted above.

PREPARED BY: _____

DEPARTMENTAL APPROVAL _____
(DEPUTY HEAD)