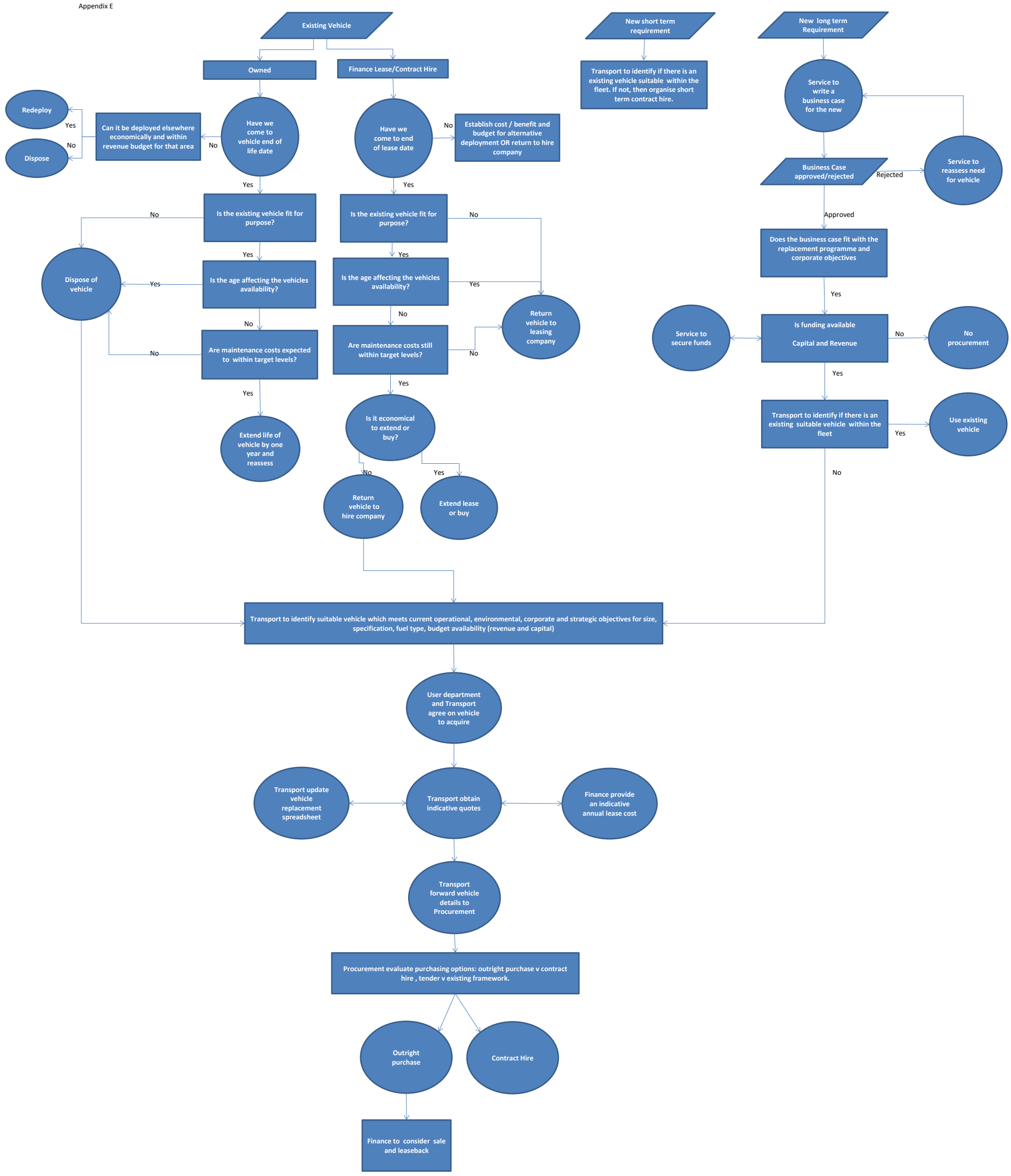
Appendix E


Existing Vehicle
Owned
Finance Lease/Contract Hire
Redeploy
Dispose
Yes
No
Can it be deployed elsewhere economically and within revenue budget for that area
No
Have we come to vehicle end of life date
Have we come to end of lease date
No
Establish cost / benefit and budget for alternative deployment OR return to hire company
Yes
Yes
No
Is the existing vehicle fit for purpose?
Is the existing vehicle fit for purpose?
No
Yes
Yes
Dispose of vehicle
Yes
Is the age affecting the vehicles availability?
Is the age affecting the vehicles availability?
Yes
No
No
Return vehicle to leasing company
No
Are maintenance costs expected to within target levels?
Are maintenance costs still within target levels?
No
Yes
Yes
Extend life of vehicle by one year and reassess
Is it economical to extend or buy?
No
Yes
Return vehicle to hire company
Extend lease or buy
Transport to identify suitable vehicle which meets current operational, environmental, corporate and strategic objectives for size, specification, fuel type, budget availability (revenue and capital)
User department and Transport agree on vehicle to acquire
Transport update vehicle replacement spreadsheet
Transport obtain indicative quotes
Finance provide an indicative annual lease cost
Transport forward vehicle details to Procurement
Procurement evaluate purchasing options: outright purchase v contract hire , tender v existing framework.
Outright purchase
Contract Hire
Finance to consider sale and leaseback
New short term requirement
Transport to identify if there is an existing vehicle suitable within the fleet. If not, then organise short term contract hire.
New long term Requirement
Service to write a business case for the new
Business Case approved/rejected
Rejected
Service to reassess need for vehicle
Approved
Does the business case fit with the replacement programme and corporate objectives
Yes
Service to secure funds
Is funding available
Capital and Revenue
No
No procurement
Yes
Transport to identify if there is an existing suitable vehicle within the fleet
Yes
Use existing vehicle
No