



Dispensation routine and application form for procuring public service vehicles powered by fossil fuels

Introduction

This is a form template to regulate deviations from organizational routines that prescribe procuring biogas and/or battery-electric service vehicles. This form should be used along with the routine on procurement and leasing of service vehicles, and the text can be used directly or adapted by organizations who are in the process of establishing new routines on the procurement of public service vehicles. Writing in red is text that must be adapted in each relevant local organization.

Text of the application form

Application form for procurement/leasing of vehicles on fossil fuels (includes hybrids and PHEVs)

This application form must be used for all purchases of fossil fuel vehicles. All vehicles under 7.5 tonnes purchased by the municipality must be powered by electricity (BEV) or biogas to the greatest extent possible. Fossil fuel vehicles may only be purchased in exceptional cases. The completed application form must be sent to the procurement contact (**insert name or organization title of the relevant entity/person**) for approval before the purchase of a fossil fuel vehicle can be carried out.

Date:

Name of person completing & sending the application:

Section/department of the organization:

Description of all fossil fuel service vehicles to be purchased (number and type – passenger car, van, estate car, truck, sweeper etc):

For lighter vehicles (passenger cars & vans & minibuses): Any fossil fuel service vehicles that are purchased will be leased, ensuring the municipality can switch to electric or biogas alternatives in the not-too-distant future. How long is the planned lease agreement?

What has been done to investigate whether there are electric or biogas-powered alternatives that meet the operational & transportation needs?

Description of why a fossil fuel vehicle must be procured instead of a model which is battery electric or biogas-powered



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Application granted date: _____

Name of person with the authority to approve the application