

Do you need to use an assigned vehicle for work? Assigned vehicles are vehicles allocated to ministries by the Central Vehicle Agency (CVA) for long term usage. Please fill out the below form to request an assigned vehicle.

Date:

Vehicle Information	Existing Unit (if applicable)	
<input type="checkbox"/> Replacement of an existing unit <input type="checkbox"/> Same specification <input type="checkbox"/> Different specification OR <input type="checkbox"/> Request for an additional unit <input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent use	Unit number	Year
	Make	Model
	Odometer	Location of use
	If other reason , please specify above	

Reason for replacement, please select one of the following:

- Meet replacement criteria (250,000 Kms/10 years)
 Not the right car for the job
 Not reliable—assessed at 30+ points
 TLV—written off in an accident
 New position

Other (please specify)

Driver Information

Full Name	Phone
Fax	Email

Ministry Information

Ministry	Ministry Primary Location	Vote/Sub Vote/Org./Sub-sub Vote/Object
Coordinator or Permanent Head Name	Phone	Fax
Coordinator or Permanent Head (Signature)	Email	

All vehicle requests must be signed by the department head or CVA vehicle coordinator.

CVA use only

- New Vehicle
- Redeployment Vehicle

Branch _____

Spec code _____

Replacement Unit Number _____

Class or description of vehicle required (select from list) _____

Phone _____

Fax _____

Email _____

Vehicle Usage

Approximate kilometres driven annually _____

Number of people carried, including driver (select from list). _____

Frequency that more than two people are carried, including driver (select from list). _____

Frequency that cargo is carried (select from list). _____

Type, size, and weight of cargo carried _____

Please choose the following percentages as they apply to your usage (should total 100%).

What is the program or general profile of the service duty?

Urban driving: _____
Highway driving _____
Secondary road driving: _____
Off road or very rough road driving: _____

Trailer Information (if applicable)

Please provide a detailed description of any trailers/equipment this vehicle may have to tow including the size and weight (GVWR) below:

Loaded Trailer weight: _____

*Please be certain you are operating within the legal limits.

Vehicle Requirements

Colour: White Any (standard colours – non-white) Other – subject to availability (specify): _____

Options and accessories such as truck caps, toolboxes, side steps and so forth can be important additions that may be required for your vehicle to effectively do its job. CVA can install these items for you so that your vehicle is completely ready for work when your driver picks it up.

Required vehicle accessories and descriptions (if necessary)

(Examples of additions: toolbox, back-up alarm, bed liner, emergency lights, headache rack, running steps, etc.)

If your unit has not yet reached the requirements for replacement, please include assessment guidelines (see below and refer to page four of Guide to Vehicle Replacement and Right Sizing).

Fax or email your completed form to the CVA at 306-787-5614 or cvavehiclerequisitions@gov.sk.ca

Light, Medium and Heavy Vehicle Replacement Assessment Guidelines

Variable	Point Allocation
Age	One point for each year of age.
Kilometres	One point for each 25,000 km of use.
Type of Service (duties or driving conditions)	One, three or five points based on the type of service assignment that vehicle is given. For instance, a northern or off-road vehicle may be assigned a five because it is subject to harsh road conditions or daily use, whereas a sedan driving on paved roads could be assigned a one.
Reliability	One, three or five points depending on the frequency that a vehicle is in the shop for repair. A five would be assigned to a vehicle that is in the shop two or more times per month on average, while a rating of one would be assigned to a vehicle in the shop an average of once every three months or less.
Maintenance and Repair Costs	One, three or five points based on total life costs (not including accident damage repairs). A five may be assigned to a vehicle with lifetime maintenance and repair costs equal or greater to the vehicle's original purchase price, while a one could be given to a vehicle with life maintenance and repair costs equal to 20 per cent or less of its original purchase price.
Condition	This category takes into consideration body condition, rust, interior condition, accident history, anticipated repairs, etc. A scale of one, three or five points is used with five being poor condition.

Evaluation Ranges for Light Vehicle

Under 20 points: Excellent to Very Good condition
 20 to 24 points: Good condition
 24 to 29 points: May qualify for replacement planning
 30 points and above: Consider for replacement

Evaluation Ranges for Medium and Heavy Vehicle

Under 18 points: Excellent to Very Good condition
 18 to 24 points: Good condition
 23 to 28 points: May qualify for replacement planning
 29 points and above: Consider for replacement