

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

**Replacement of an existing unit**

Same specification

Different specification

OR

**Request for an additional unit**

Seasonal

Permanent use

### Existing Unit (if applicable)

Unit number

Year

Make

Model

Odometer

Location of use

### Reason for replacement, please select one of the following:

Meet replacement criteria (300,000km/14 years)

Not the right car for the job

Not reliable—accessed for 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\***

Branch	Spec code	<input type="checkbox"/> New Vehicle <input type="checkbox"/> Redeployment Vehicle
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%).**

Urban driving: \_\_\_\_\_  
Highway driving \_\_\_\_\_  
Secondary road driving: \_\_\_\_\_  
Off road or very rough road driving: \_\_\_\_\_

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

**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, tool boxes, 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: tool box, 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 [monica.floresibarra@gov.sk.ca](mailto:monica.floresibarra@gov.sk.ca).

## Light, Medium and Heavy Vehicle Replacement Assessment Guidelines

Variable	Point Allocation
<b>Age</b>	One point for each year of age.
<b>Kilometres</b>	One point for each 25,000 km of use.
<b>Type of Service (duties or driving conditions)</b>	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.
<b>Reliability</b>	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.
<b>Maintenance and Repair Costs</b>	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.
<b>Condition</b>	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