



FLEET SERVICES

VEHICLE MANAGEMENT POLICY

(VMP)

FINAL V13

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1. INTRODUCTION

This policy covers principles and objectives for the management of fleet Assets.

Additionally, the policy provides procedures for Vehicle Acquisition & Disposal (“VAD”), and for the vehicle replacement programme (“VRP”)

The purpose of this policy is to deliver a fit for purpose cost effective fleet, and to ensure that the investment made by the City of York Council (the “Council” or “CYC”) to achieve a modern fleet is utilised and applied in the most effective way to:

- Increase customer and stakeholder satisfaction.
- Improve the use of resources.
- Identify and meet fleet needs within the Council for operational and support functions.
- Ensure the effective use of capital.
- Maintain an efficient and effective fleet.
- Comply with statutory regulations.
- Improve corporate management.
- Promote safe standards of operation.
- Ensure environmental considerations are taken into account.

This helps to:

- Improve community safety.
- Improve services.
- Encourage innovation and new ways of working.
- Make the organisation more responsive.
- Deliver efficiency savings.

The policy ensures that the fleet Assets procured meet the latest legislative and environmental standards.

2. FLEET SERVICES POLICY: OVERVIEW

This policy document is part of a set of fleet policies and procedures, as below:

- **VMP – Vehicle Management Policy**
 - Principles for management of fleet Assets
 - Procedures for VAD
 - Procedures for VRP
- **SLA – Service Level Agreement**
 - Services provided by Fleet
 - Duties & Responsibilities – Fleet & Service Users
- **USER – Fleet User Policy**

- Allocation and use of a CYC vehicle
- Driver Compliance
- **TRACKER – Vehicle Tracking Policy**
 - Use of Tracking Data
 - Data Protection for Tracking
 - Roles & Responsibilities – Driver; Service Manager; Fleet Manager
- **SOPs – Standard Operating Procedures**
 - Specific policies for defect reporting; wheel changing; gate checks; etc

You may need to refer to another policy for specific detail on matters raised in this policy.

Copies of the above are available from the Fleet Services section of the CYC Intranet.

3. DEFINITIONS

Fleet policy uses the following standard definitions:

“Asset” – This refers to the Council’s managed units which includes any vehicle, plant, mechanical and other associated equipment fitted/provided by Fleet Services.

“Base Fleet” – This is the agreed fleet requirement for the Council and Service Users to deliver their services.

“Fair Wear and Tear” – The normal depletion of the useful life of mechanical and electrical parts resulting from an Asset being employed by a Service User in pursuance of their role.

“Vehicle Management Policy” (“VMP”) - is a key part of the Council’s planning framework. It sets a number of key improvement priorities aimed at enhancing the quality of life for the citizens of the city of York and outlines how those priorities will be delivered.

“Service User” - That part of the Council’s corporate structure charged with the responsibility for the delivery of specific services to the citizens of the city of York.

“Unit(s)” – Any vehicle, plant, or equipment provided by Fleet Services.

“Vehicle Acquisition and Disposal” (“VAD”) – These are specific procedures applied to the access and disposal of permanent Assets

“Vehicle Replacement Programme” (“VRP”) – The planned schedule for the disposal and replacement of fleet vehicles over their life and across the different service areas.

4. OBJECTIVES

The policy has the following objectives:

- Identify and meet the fleet needs of the Council, for operational and support functions.
- Maintain cost-effective and timely processes for repair and maintenance, commissioning, decommissioning and disposal of fleet Assets and to ensure statutory requirements are adhered to.
- To maintain safe, efficient and effective vehicles/plant & equipment, ensuring these fleet Assets are replaced by adhering to optimum replacement cycles, in line with the Asset Management Strategy set out in this document.
- Sustainable fleet that maximises value for money and remains environmentally and energy efficient.
- All Assets are "fit for purpose" in terms of condition, suitability and sufficiency and chosen to support a range of services, activities.
- Engagement with services to ensure fleet resources meet the service and user demands and requirements and where the beneficial impact of change is maximised through consultation and engagement with Service Users and stakeholders
- Protect and enhance the environment.
- Continual improvement through Service Level Agreements with Service Users.
- Extend opportunities for collaboration between services within the Council.
- Extend opportunities for collaboration between public and private bodies in the region.
- Maximise output from the most cost effective solutions.
- Maintain automated fuel system.

The primary purpose of Fleet Services is the supply and maintenance of CYC Fleet Assets, which enables the delivery of effective, economic and efficient front-line services.

There is also a need to ensure that the council meets key legislative requirements, promotes environmental sustainability, and procures Assets at a competitive price.

5. LEGISLATIVE REQUIREMENTS

Statistically the Council's employees and customers are more likely to be injured or killed whilst travelling in, on or using a fleet Asset, than at any other time.

Subsequently the operation of fleet Assets is a heavily regulated area and is governed by the following legislation and standards:

- Corporate Manslaughter and Corporate Homicide Act 2007.

- The Road Traffic Acts 1968 & 1991.
- The Goods Vehicle (Licensing of Operators) Act 1995.
- The Public Passenger Vehicles Act 1981.
- Transport Acts 1985 & 2000.
- The Road Vehicles (Construction and Use) Regulations 1986 (Amendment 2003).
- The Road Vehicles Lighting Regulations 1989 (Amendment 2005).
- The Motor Vehicles (Driving Licences) Regulations 1999 (Amendment 2013).
- The Road Vehicles (Registration & Licensing) Regulations 1971 (Amendment 2015).
- The Health and Safety at Work etc. Act 1974, and any subsequent reforms & provisions
- The Provision and Use of Work Equipment Regulations 1998.
- The Management of Health and Safety at Work Regulations 1999.
- The Control of Pollution (Oil Storage) (England) Regulations 2001.
- British and European Technical Standards.
- Public Contracts Regulations 2015

Each of the statutes and/or industry standards referred to above includes it as amended, extended or re-enacted from time to time, and includes any subordinate legislation for the time being in force made under it

The list is not exhaustive, but outlines the legislative requirements applicable to the fleet Assets. In a heavily regulated environment such as Fleet operations there are many examples of good practice.

The following are some of the current procedures adopted by the Council to satisfy the legal requirements and also provide a good practice methodology:

- Proactive Safety Inspection Programme.
- Defect Reporting System.
- Preventative Maintenance Schedule.
- Vehicle Inventory and Tracking.
- Vehicle / Equipment Replacement Programme.
- A Service Level Agreement between the Fleet Services and service areas.

6. ASSET STRATEGY

The following processes will apply:

Step 1: Asset management processes within the council

- Think corporately about Asset management
- Prioritise Asset management at a senior level
- Ensure that Asset management is adequately resourced
- Involve elected members
- Ensure that there is a management system in place
- Ensure that formal mechanisms are in place to engage with Service Users to collect, analyse and store the relevant data.

Step 2: Aligning Assets with visions

- Ensure that the Asset management Policy is a medium to long term plan
- Link Asset management with all other strategies
- Link the Asset management Policy to the corporate vision and statutory requirements
- Clearly define the specification for each Asset
- Work across boundaries to align Asset management strategies

Step 3: Implementation of the Asset Management Policy

- Establish clear strategic approaches to the utilisation of Assets, with stakeholders
- Consider options for under-used Assets
- Consider options for financing of new Assets
- Maintain and adapt existing Assets as needed

Step 4: Review and monitor process

- Periodically review corporate management arrangements for capital Asset planning to ensure they are fit for purpose.
- Engage with other organisations and share learning to drive a process of continuous improvement.

7. OVERVIEW OF THE COUNCIL'S FLEET ASSETS

The total Fleet Asset value of the Council is circa **£15.3m** (April 2019)

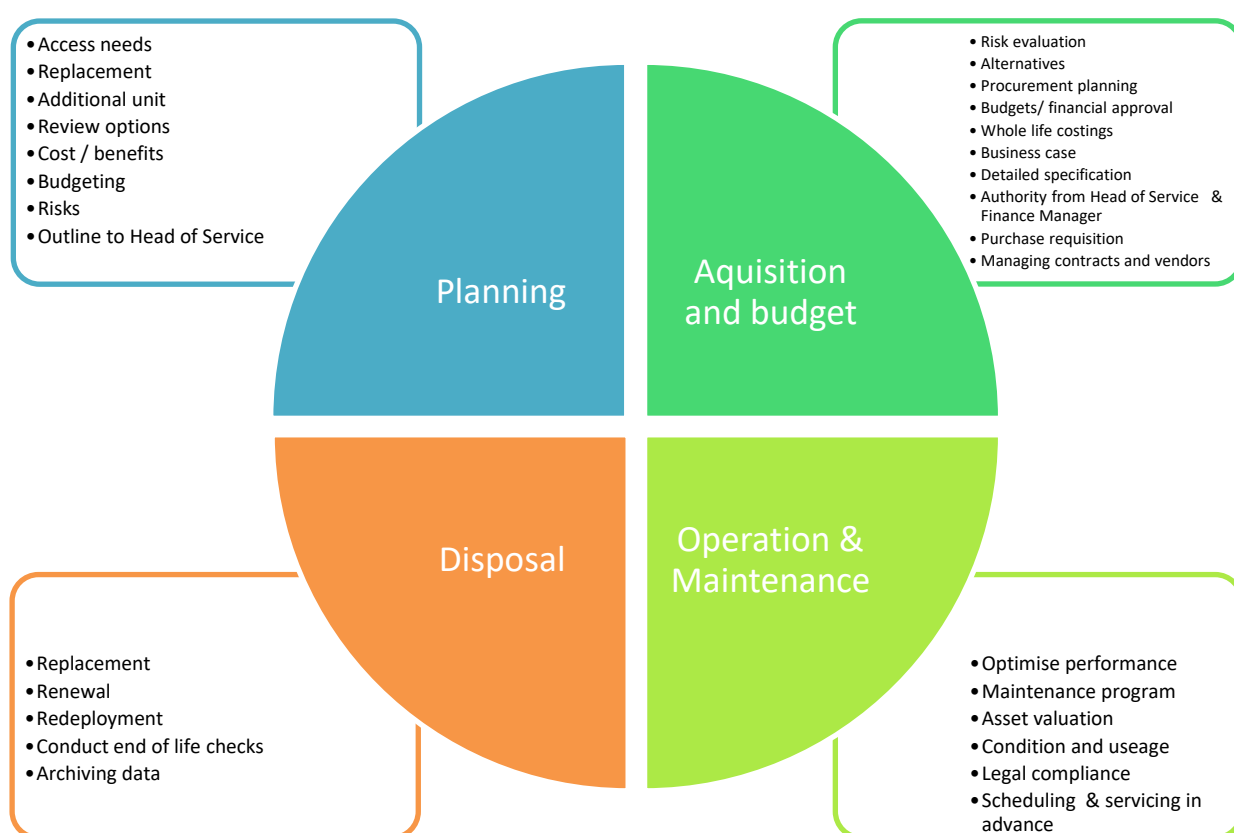
- Road Registered 283 units £14.1 M.
- Not Road Registered (Bodies, Trailers, Plant etc.) 242 units £1.2 M.

The following criteria will be assessed by the Council in implementing its Asset Management Policy:

- Capital Asset Summary, fleet replacement (investment) / divestment needs and anticipated levels of funding required (at individual Service & Corporate levels), Source of funding and statement of procurement strategy.
- Proposed fleet utilisation programmes mapped to maintenance plans, servicing times and intervals (for Council and External works).
- Assessment of levels of hired in fleet items/hire desk requirements.

- Recovery/ replacement plan to reduce the additional costs of existing ‘overage Assets’ prior to replacement (including full assessment of requirement to maintain / utilise or declare savings from the existing Fleet reserves)
- Other resource requirements (i.e. depot & systems requirements)

The following diagram illustrates this process:



7.1 Fleet Profile

The Council has a fleet of vehicles and plant (fleet Assets) that support the delivery of services, these include:

VEHICLES	COUNT	BUDGET COST
CYC	270	£ 13,769,531
12 SEAT MINIBUS/TAIL LIFT	5	£ 110,000
13500 KG REFUSE COLLECTOR/LIFT	1	£ 120,000
16 SEAT BUS/TAIL LIFT COACH BUILT	3	£ 225,000

1700 KG "CAR DERIVED" VAN	8	£ 101,953
18000 KG GULLY CESS EMPTIERS	3	£ 465,000
18000 KG HIAB / CRANE	1	£ 85,000
18000 KG HOOKLIFT	9	£ 810,000
2600 KG PANEL VAN	56	£ 1,014,803
26000 KG REFUSE COLLECTOR/LIFT	16	£ 2,712,000
2800 KG PANEL VAN	47	£ 987,439
32000 KG REFUSE COLLECTOR/LIFT	14	£ 3,050,000
3500 KG DROPSIDE/TAIL LIFT	11	£ 308,000
3500 KG PANEL VAN	7	£ 180,000
3500 KG TIPPER	22	£ 550,000
3500 KG TIPPER CREWCAB	2	£ 52,000
3500 KG TIPPER CREWCAB/TAIL LIFT	2	£ 56,000
3500 KG TIPPER/TAIL LIFT	3	£ 84,000
4WD TRACTORS	3	£ 330,000
5200 KG TOWER VAN	2	£ 140,000
7500 KG TIPPER RECYCLING	1	£ 65,000
7500 KG BOX VAN/TAIL LIFT	2	£ 80,000
7500 KG DROPSIDE/TAIL LIFT	2	£ 120,000
7500 KG HOOKLIFT	2	£ 120,000
7500 KG REFUSE COLLECTOR/LIFT	4	£ 380,000
7500 KG TIPPER	2	£ 110,000
CREW VAN	1	£ 19,000
ESTATE CAR	2	£ 37,150
EXECUTIVE CAR	1	£ 103,000
HATCHBACK CAR	9	£ 107,100
LOADERS & TELERAMS	1	£ 100,000
MINI TRACTORS	4	£ 96,000
PEOPLE CARRIER	1	£ 27,085
PEOPLE CARRIER	4	£ 76,000
PRECINCT SWEEPER	4	£ 291,000
RIDE-ON MOWERS	10	£ 280,000
ROAD SWEEPER	2	£ 302,000
SALOON CAR (FAMILY)	1	£ 25,000
SPECIALISED CAR	2	£ 50,000
DIAL A RIDE	4	£ 100,000
16 SEAT MINIBUS	4	£ 100,000
EXPLORE YORK	1	£ 25,000
3500 KG PANEL VAN	1	£ 25,000
SCHOOLS	6	£ 141,900
16 SEAT MINIBUS	3	£ 78,000
16 SEAT MINIBUS/TAIL LIFT	2	£ 52,000
HATCHBACK CAR	1	£ 11,900
PLANT / NOT ROAD REGISTERED	242	£ 1,198,152
CYC	242	£ 1,198,152
BLOWER BACK-PACK (SP)	2	£ 800
BLOWERS (POWERED)	53	£ 20,677
CHAINSAW (SP)	10	£ 8,500
EDGER (SP)	10	£ 12,000
EQUIPMENT TRAILER	7	£ 150,000
FORKLIFT TRUCKS	1	£ 35,000
GANG MOWER FRAMES INCL CUTTING UNITS (SP)	2	£ 56,000
HEDGETRIMMERS (SP)	25	£ 12,365
HOOKLIFT GRITTER	16	£ 478,000

OPEN TRAILER	5	£ 26,400
PALLET TRUCK	1	£ 7,000
PEDESTRIAN SWEEPER	2	£ 30,500
PEDESTRIAN MOWERS (SP)	50	£ 102,958
PEDESTRIAN SWEEPER	1	£ 15,552
PLOUGH / TURF CUTTER (PTO)	3	£ 7,200
POLE CUTTER	3	£ 3,000
POST HOLE BORER	1	£ 1,000
POWER ARM FLAIL / MOWER ATTACHMENT (PTO) (SP)	3	£ 49,500
PUMP	9	£ 25,900
ROAD SURFACING MACHINE	1	£ 9,000
ROTOVATOR (SP)	2	£ 35,000
SNOWBLOWER	4	£ 4,000
SNOWPLOUGH	2	£ 10,000
SPREADER	1	£ 1,500
STRIMMER (SP)	21	£ 20,300
TAR HOT BOX	1	£ 15,000
TIPPER TRAILER	1	£ 10,000
TRAFFIC SIGNAL 2 WAY (INC C8 SIGNS)	2	£ 6,000
WATER BOWSER TRAILER	2	£ 10,000
WHEELED WOODCHIPPER	1	£ 35,000
Grand Total	525	£ 15,278,583

8. FLEET UTILISATION

To meet the principles of effective fleet utilisation services should consider the following questions:

- Are the Assets being effectively route planned?
- Are odometer readings (i.e. mileage) similar across age and type? Is distance pooling being considered i.e. is a high mileage/kilometres/hours (use) Asset being swapped at mid-life with low use Assets within the fleet.
- Do drivers employ “**Safe & Fuel Efficient Driving**” techniques (“**SAFED**”)
- Can short term demand be filled by the hire desk, pool fleet etc.
- Are telematics data being used effectively?
- Do you require all of your current Assets?

9. PERFORMANCE MANAGEMENT

The performance indicators to deliver a performance managed fleet are as follows and will be reviewed at the appropriate performance clinics.

- Maintenance costs per base fleet compared to the previous financial year.
- Accident damage (incidents and costs).
- Non fair wear & tear (incidents and costs).
- Asset running costs (based on pence per mile).
- CO2 value of fleet (tons of CO2 based on service profile).
- Asset purchase costs.

- Asset availability (through Asset tracking telematics).
- Average Usage (Miles / Kilometres / Hours – base on previous years profile).
- Assets serviced within schedule.
- Assets presented for service.
- Response to reported defects.
- Number of weighted Assets per mechanic employed. (Using APSE weightings).
- Number of unplanned breakdowns.
- Asset average age against profile age.
- Overloading.
- Prosecutions.

This is not an exhaustive list and the measures used will develop over time.

10. VEHICLE ACQUISITION & DISPOSAL POLICY

The following provides policy for accessing, replacing and disposing of fleet Assets.

10.1 Access To Assets

Service Users can only access Assets through Fleet Services.

Service Users must not directly arrange with providers for the supply of vehicles or plant.

This restriction applies to all Assets, on either a permanent, temporary or hired basis. It also applies to items of 'small plant' with a value under £5,000.

NB: Exemptions are made for business travel Assets (e.g. pool car; daily car hire) which can be accessed from the Business Travel Service.

10.2 Acquisition of Permanent Assets: Three Stage Process

The process for acquisition of permanent Assets must follow three stages, as below:

- **Stage 1 – Initial Finance Approval**
Approval must be obtained from Finance, prior to the acquisition of any Asset over £5k. For Assets expected to be below £5k total cost proceed to stage 2.

This approval can be based on estimated, indicative or historic values.

This approval allows the acquisition process to start. It does not give approval for the actual or eventual purchase of the Asset.

- **Stage 2 – Consultation & Specification**
The requesting service must complete a business case to support the acquisition.

The main stakeholders must be consulted (Fleet; Front-Line Service Users / Drivers; Procurement; Finance Legal (if the value of the Asset to be procured exceeds

£150,000, or where Contract Procedure Rule 18.5 applies, which may be revised from time to time).

An existing standard CYC specification and contract should be used as the starting point for any Asset specification where possible.

If the existing specification does not meet requirements, or is revised during consultation, a new version of the specification should be created, this being clearly indicated by a version number.

The business case, consultation, and final specification(s) must be approved at AD level, before formal procurement can take place.

- **Stage 3 – Procurement & Fleet Accession**

The final specification will be published as a tender document, by Procurement, according to the consultation with them in Stage 2 as to which framework to use or which other type of competitive process to employ.

Following award of contract, any new plant or vehicles acquired must be formally registered with Fleet Services, along with maintenance schedules and any relevant regulations adhered to, before being available for use by the relevant Service.

The Asset Request form in **Appendix 1** must be used to record progress through this process.

All related documents including the standard specification (and any revised specifications) must be referenced and retained with the request form.

10.3 Asset Specifications

An accordance with 10.2 above, wherever possible the specification of an Asset should always follow an existing standard specification.

Standard specifications will be developed by Fleet Services, in conjunction with Service Users, and taking into account the following factors:

- Technical expertise/training
- Specialist tools & equipment required
- Environmental considerations
- Health & safety aspects
- Legally compliant
- Parts availability
- Manufacturer support
- Load capacity
- Suitability of Asset for role

The following conditions will apply to all specifications: all Assets will be white in colour; all Assets will be marked-up with the Council's corporate logo and associated decals; all plant

will be supplied in the manufactures standard colours; and all vehicles will be fitted with tracker unit and CCTV.

NB: For colour and logos, exemptions are made for executive cars, mainstream gritting vehicles, and for some Assets dedicated to social needs.

10.4 Asset Life Cycle

All Assets are assigned a working life. This being the projected or planned optimum number of years the Asset should be in service, before starting to degrade and needing to be replaced.

The table below sets out the standard life for fleet Assets, based on the following criteria:

- Service utilisation
- Age
- Cost of maintenance
- Market availability (Asset no longer in production)
- Availability of spares
- User Operational needs (change)
- Legislation
- Accidents / damage / theft
- Reliability / Dependability
- Warranties

Projected Asset Life	
Small Plant (generators/ strimmer's etc.)	2 to 5 years
Plant	5 to 7 years
Vehicles up to 7499kg	5 years
Vehicles 7500kg +	7 Years
Specialist Vehicles (irrespective of tare)	7 to 10 years

10.5 Vehicle Replacement Programme (VRP)

Fleet Services will maintain a 10 year rolling plan, setting out when all Assets are due for replacement.

This plan will be based on the life cycles in 10.4 above, but will also take into account service budgets, and the requirement to phase in (or out) Assets over time, particularly where this has operational impact, or where Asset life can reasonably be extended.

The VRP will be reviewed and updated each financial year to establish the 'base fleet' requirement for each service, and any new vehicles or plant requiring procurement.

For vehicles and plant flagged for disposal in any financial year, agreement will be sought from Service Users as to the actual date the Asset can be disposed.

10.6 Asset Disposal

This process covers the physical disposal and de-fleeting of Assets at the end of their working life.

As in 10.5, this can only be actioned where the Asset has been flagged for disposal by Fleet, and a date for actual disposal has been agreed with the Service User.

All fleet Assets will be disposed off according to the Council's existing [Asset Disposal Policy](#).

All sales documentation will be retained, including proof of sale and VAT receipts.

10.7 Finance

Fleet may recommend an option for financing an Asset.

The final decision as to the option used (e.g. Lease; Buy; Prudential Borrowing) will be made by Finance.

10.8 Procurement

All procurements shall be carried out in accordance with the Council's Contract Procedure Rules in force from time to time and the Public Contract Regulations 2015.

Fleet may recommend options for procuring an Asset.

In accordance with Rule 9 of the Council's Contract Procedure Rules, the final decision as to frameworks used (e.g. YPO; TPPL; CCS), method (Direct Award; Further Competition; etc.) will be made by the Procurement Department.

For vehicles requiring ancillary equipment (eg van racking; lifting gear; etc) a 'bumper to bumper' arrangement will apply, where a single provider must be able to supply all items specified within the tender.

10.9 Vehicle "Whole Life Costs" ("WLC")

When evaluating vehicle costs across different suppliers or fuel types, the full cost of the vehicle over its working life must be taken into account.

To enable a fair comparison to be made across different suppliers and fuel types, a standard WLC model must be used.

The CYC standard model for evaluating whole life costs is set out in **Appendix 2**.

APPENDIX 1

ASSET REQUEST FORM : VAD_REQ 1

STAGE 1 - INITIAL FINANCE APPROVAL

INITIAL REQUEST

To be completed by requesting service

Requested By: Person	
Requested By: Service	
Assets Requested	<i>describe / attach list</i>
Date of Request	
Date Assets Required	

WHOLE LIFE COST

To be completed by Fleet

Estimated budget cost of request	
Estimated annual running cost	

PROPOSED BUDGET OPTIONS

To be completed by Finance

Provision Is: Prudential / Revenue / Capital / Grant / Income	
If Income, please enclose projection	
Cost Code Is	
Finance Officer: Name	

APPROVAL

Approval to proceed to Stage 2: Consultation & Specification

Finance Manager:	
Name	
Signature	
Date	
Head of Requesting Service:	
Name	
Signature	
Date	

STAGE 2 – CONSULTATION & SPECIFICATION

APPROVED REQUEST

To be completed by Fleet

Unique Request Number:	
Standard Base Specification(s)	<i>list / attach standard specification(s)</i>

BUSINESS CASE

To be completed by requesting service

How does this purchase meet the aims and goals of the Council?	
How does this purchase meet the aims and goals of the requesting service?	
What are the outcomes expected from the Asset?	
What are the benefits to customers and/or staff from purchasing the Asset?	

CONSULTATION

ASSET SPECIFICATION

To be completed by requesting service

Frontline Staff Frontline staff / drivers must be consulted on the practical use of the Asset. Please enclose comments / feedback from this consultation.	
Fleet Workshop The workshop must be consulted on the maintenance / management of the Asset. Please enclose comments / feedback from this consultation.	

FINAL / REVISED ASSET SPECIFICATION

To be completed by Fleet

Following consultation, the base specification may need to be revised. Please enclose full details of the final Asset specification that is going for tender.	
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STAGE 2 CONT. – CONSULTATION & SPECIFICATION

FINANCE METHOD

To be completed by Fleet

Fleet Services – Comments / Recommendation	
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To be completed by Finance

Purchase of the Asset will be funded by: Prudential Borrowing / Revenue / Capital / Grant / Income / Lease	
Cost Code Is	
Finance Officer: Name	

PROCUREMENT METHOD

To be completed by Fleet

Fleet Services – Comments / Recommendation	
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To be completed by Procurement

Framework(s) used will be: CCS / YPO / TPPL / etc	
Procurement option will be: Direct Award / Further Competition / etc	
If a framework is not being used the procurement method is: DPS/Open/Restricted, etc	
Please explain why a framework is not being used.	

Procurement Officer: Name	
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HEALTH & SAFETY

To be completed by H & S

Are there any health and safety implications arising from use of this Asset? (List Actions, if any)	
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TRAINING NEEDS

To be completed by requesting service

Are there any training needs arising from use of this Asset? (List Actions, if any)	
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APPROVAL

Approval to proceed to Stage 3 – Procurement & Accession

Head of Requesting Service	
Name	
Signature	
Date	
Head of Fleet Services	
Name	
Signature	
Date	
Assistant Director	
Name	
Date	
Signature	

STAGE 3 – PROCUREMENT & ACCESSION

PROCUREMENT

Schedule	Please attach timetable for the Procurement process, from publication of tender to contract award.
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FLEET ACCESSION

Registration	Please sign to confirm Asset has been registered. Please attach registration checklist.
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APPENDIX 2

1. Whole Life Costs Model

The standard format of the model is below. Four sets of costs are considered across the project working life of the vehicle, in addition to the residual value.

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
FUEL COSTS	x	x	x	x	x	ADD
FIXED COSTS	x	x	x	x	x	ADD
MAINTENANCE COSTS	x	x	x	x	x	ADD
CAPITAL COSTS	x	x	x	x	x	ADD
RESIDUAL VALUE					x	SUBTRACT
					TOTAL	X

WLC can be expressed as overall pence per mile, this being the sum of all four sets of costs, minus any residual value, divided by the sum of mileage across the life term.

Standard calculations and guidance for the costs are as follows:

2. Fuel Costs

An annual mileage for the vehicle must be calculated first. This should be based on historic data from Tranman, or vehicle tracking data.

- **Electric**
Battery capacity of the vehicle in Kwh, multiplied by the electricity cost per Kwh, divided by the range, multiplied by the annual mileage.
- **Diesel**
Diesel cost per litre (different value for forecourt pump and Hazel Court pump), multiplied by 4.54609 to convert to gallons, divided by vehicle MPG, multiplied by annual mileage.
- **Petrol**
Petrol cost per litre, multiplied by 4.54609 to convert to gallons, divided by MPG, multiplied by annual mileage.

3. Fixed Costs

- **Road Tax**

Establish road fund licence costs from <https://www.gov.uk/calculate-vehicle-tax-rates>. This taking into account zero rating for low emission vehicles, and higher rate for first year registration.

- **Insurance**

CYC Zurich fleet insurance rates costs, index weighted by vehicle type.
NB Zurich do not vary their rate for different fuel types.

- **Fleet Rate**

Our fleet rate or fixed fleet recovery charge, indexed for the relevant type of vehicle.

4. Maintenance Costs

Annual cost of scheduled maintenance. This should not include driver damage or breakdown costs.

For replacement of known or existing vehicle types, costs can be based on historic data from Tranman.

For new or unknown vehicle types (eg electric), costs can be based on manufacturer data, or costs from other local authority use of similar vehicles

5. Capital Costs

Capital costs should take account the funding method (Lease; Prudential Borrowing; Purchase), and any grant funding that may apply, especially for alternative fuel vehicles.

See <https://www.gov.uk/plug-in-car-van-grants> for detail on vehicle grants.

Finance will advise as to indicative values over the term for the finance options above.

6. Residual Value

A figure for residual value should only be included, at the end of the term, where this sum actually returns to CYC.

Typically this will be where the finance method Prudential Borrowing