



Vehicle Purchase Procedure

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7270	1	05 Oct 2017	15 Feb 2018 12:36	Michael Howroyd	29 Sep 2019	05 Oct 2017 13:48	Louise Ellis
Title	Vehicle Purchase Procedure				Owner Name	James Dixon-Gough	

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1. INTRODUCTION

This procedure outlines the steps that must be taken when purchasing any motor vehicle at the University. It supports the University [Carbon Management Plan](#) and [Travel Plan](#) and will ensure we meet requirements under the Cleaner Road Transport Vehicles Regulations 2011¹. The requirements are also set to avoid future charges within the Leeds City Clean Air Zone².

2. RESPONSIBILITIES

The Budget holder: is responsible for specifying vehicles in line with this procedure.

The Purchasing / Finance representative: is responsible for blocking vehicle purchases that do not meet the requirements of this procedure.

3. PROCEDURE FOR VEHICLE PURCHASE

The following steps must be taken when purchasing any motor vehicle at the University, including second hand vehicles.

Step 1: Question whether the purchase is necessary. Is the vehicle required for regular or occasional use? If occasional use, vehicle hire via University contracts, or short-term hire such as the Enterprise car-share scheme should be used instead.

Step 2: Investigate whether an electric vehicle or hybrid electric vehicle can provide the necessary function. Please allow for reasonable changes in operational practice to enable this option.

Move onto step 3 only if:

- a) Cost is prohibitive (taking into account whole life cost³) and other funding support within the University has been explored, or
- b) There is no option available for the required operational need.

Step 3: purchase a petrol vehicle within VED tax bands A – C. If you are purchasing a van or specialist vehicle (e.g. tractor) and this criteria cannot be met move to step 4.

Step 4: In exceptional circumstances permission must be sought via the Sustainability Service at sustainability@leeds.ac.uk to purchase a diesel van or specialist vehicle where no alternative is available. This must use the most up-to-date technology (e.g. currently Euro 6 for vans) to filter out particulate emissions.

¹ For contracting authorities where the Public Contracts Regulations 2015 apply the following are required to be taken into account when purchasing or leasing vehicles: Energy consumption, Carbon Dioxide Emissions, Emissions of; oxides of nitrogen, non methane hydrocarbons and particulate matter.

² The Leeds City Clean Air Zone is being set up to improve air-quality through discouraging the most polluting vehicles from entering the zone through charges.

³ Life-cycle tool can be provided on request from Sustainability

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Please note, the particulate emissions associated with diesel vehicles are a significant factor contributing factors to dangerous air-quality in Leeds City Centre.

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