# Fleet analysis questionnaire

From Status quo analysis

* Municipal fleet in general: Number of cars/trucks/bikes/others
* Municipal fleet per institution (Analysis for each institution)
	+ Name of the institution and short description; number of cars/trucks/bikes/others of the institution; scope of application; frequency and radius of use; analysis of costs

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| **FLEET MANAGEMENT**  |  |
| How are vehicles managed within the municipality/organization? (Centralized/distributed) |  |
| Is it possible to change the vehicle from one institution to another within the municipality?  |  |
| Is there already “political” decision that municipality/company obtains only or prefers e-vehicles? |  |
| Are there shared vehicles in use that could be replaced with e-vehicles? |  |
| Is pedelecs already considered or in use? |  |
| **PROCUREMENT** |  |
| How many new vehicles are obtained per year? |  |
| Are the vehicles owned or leased (rented)? |  |
| How big is the budget for vehicle purchase per year? |  |
| Who decides the budget? |  |
| Who decides what kind of vehicles are obtained? * What kind of experiences he/she has about emobility?
 |  |
| Will the procurement instructions/requirements/criteria consider also emobility? * E.g. is the main criteria purchase costs or life cycle costs
 |  |
| Is public procurement process required? |  |
| Does municipality/company already have a partner that provides vehicles?  |  |
| Does this partner have also e-vehicles? |  |
| **OPERATION AND MAINTENANCE** |  |
| How many employees could use e-vehicles at work (e.g. daily range, availability)? |  |
| Are there interested employees who would like to have e-vehicle in daily work use? |  |
| Is it possible to charge the e-vehicle during working day? |  |
| How many e-vehicles are in use in institution/ organisation? |  |
| What kind of experience there is on e-vehicles?* If none/negative, how can project provide positive experience?
 |  |
| Which organization will maintain e-vehicles? |  |

**List of municipality’s vehicles**

If possible utilize data e.g. list of vehicles received from municipality. You can also use other file formats e.g. Excel to gather the same information. You can also add columns to gather more information that you think is important in your case.

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| **Type of vehicle** | **Year of manufac-turing** | **Planned replace-ment year** | **Type of fuel****Diesel/ Gasoline/****Electric/ other** | **Consumption/100 km (l or kWh)** | **Number of trips/year** | **Average length of a trip (km)** | **Average total mileage per year (km)**  |
| *e.g. VW Passat* | *2008* | *2015* | *Gasoline* | *5,5 l/100 km* | *880* | *35* | *32 000* |
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