



Temple University Purchasing Services

Policy Number: PS010.0

Final as of: 12/1/2022

Motorized Vehicle and Equipment Purchase and Lease Policy

Overview

In 2008, Temple University pledged to be carbon neutral by 2050. Purchasing and leasing low-emission or no-emission vehicles will enable Temple to reach its carbon neutrality goals, and updated purchasing and leasing policies and guidelines will result in reduced fuel costs and improved air quality.

Purchasing or Leasing Motorized Vehicles and Equipment

All motorized vehicles and equipment that are acquired by Temple using university funds via a purchase agreement or new or extended long-term lease agreement are subject to this policy regardless of the purchase price.

All departments purchasing or leasing motorized vehicles and equipment will be required to submit a [Purchasing or Leasing Motorized Vehicle and Equipment Preapproval](#) form prior to submitting a contract for approval and signature. If at that time, the department is unable to comply with this policy, it must submit an [Alternative Fuel Vehicle and Equipment Exemption](#) form.

Purchasing standards will be in two phases as outlined below:

Phase one: Effective immediately, hybrid and electric utility vehicles or equipment must be purchased/leased when replacing or extending vehicles leases or acquiring new vehicles or equipment.

Phase two: Electric or plug-in electric vehicles must be purchased/leased when replacing fleet vehicles. *This policy will take effect once the necessary modifications to campus infrastructure are completed and technology can meet operational needs. Courtesy cars or any vehicle/equipment that does not have an electric equivalent on the market are exempt from phase two.*

All Temple departments will be notified once an electricity infrastructure construction timeline has been established and again when modifications to the campus electricity infrastructure are completed and the campus will be able to support electric vehicle charging infrastructure.

Purchasing and leasing specifications for motorized vehicle and equipment by type can be found below. If more guidance or clarification is needed, please refer to the Definitions section and Vehicle Purchasing Menu hosted on the Office of Sustainability Website.

Vehicle/Equipment Classification	Vehicle/Equipment Examples	Motor Type – Phase One	Motor Type – Phase Two
Utility Vehicles	Golf Carts, Utility Task Vehicles, Low-Speed Vehicles	Electric	Electric
Courtesy Car	Sport Utility Vehicles, Sedans	Hybrid electric*	Hybrid electric*
Private Passenger	Sport Utility Vehicles, Sedans, Vans	Hybrid electric	Electric
Patrol Vehicles	Campus Safety Sport Utility Vehicles and Sedans	Hybrid electric	Electric
Pick-up, Class 1, 2A, & 2B	Class 1: Ford Ranger Class 2A: Ford F-150, RAM 1500, and Chevy 1500 Class 2B: Ford F-250, Chevy 2500, RAM 2500	Hybrid electric	Electric
Pick-up, Class 3	Ford F-350, Ford F-450, RAM 3500, Chevy 3500	Gas	Electric
Cargo and Passenger Vans		Hybrid electric	Electric
Heavy Duty Vehicles	Trash trucks, shuttle buses, stake body trucks, box trucks	CNG, Propane, Gas	Electric
Landscape and Grounds equipment	Mowers, leaf blowers, sweepers, etc.	Gas	Electric

***Courtesy Cars - Phase one:**

Departments entering into a long-term lease for courtesy cars should meet the following requirements:

- A minimum of 50% of civilian light-duty vehicles leased by departments must be hybrid electric vehicles.
- The remaining vehicles must each have a minimum combined (city/highway) fuel economy of 35 mpg. Due to the nature of courtesy car usage, it is not recommended that electric vehicles be mandated for this category of vehicles.
- If either of these criteria cannot be met, a vehicle exemption form must be submitted and approved before entering into a contract

Motorized Vehicle and Equipment Definitions

Hybrid Electric Vehicle (HEV): A motor vehicle powered by an internal combustion engine (which uses consumable fuel) in combination with one or more electric motors that use energy stored in rechargeable batteries. Examples include Toyota Prius, Kia Niro, Toyota Camry Hybrid, Honda Accord Hybrid.

Plug-In Hybrid Electric Vehicle (PHEV): A vehicle with the features of the HEV except the onboard battery is slightly larger and can be charged from a utility power supply while parked. Thus, these vehicles can be powered by gasoline or directly by grid charging. An example of this vehicle would be a Ford Fusion Energi.

Alternative Fuel: Electricity, natural gas, propane, and bio-based fuels, such as biodiesel and ethanol.

Alternative Fuel Vehicle: A vehicle designed to operate on at least one alternative fuel.

Light-Duty Vehicle: Any vehicle that is primarily used to transport passengers and cargo with a gross weight rating less than or equal to 8,500 pounds. Examples include cars, vans, cargo vans, SUVs, pickup trucks.

Heavy-Duty Vehicle: Any vehicle that has a gross weight rating range exceeding 26,000 pounds. Examples include transit buses, mobile cranes, cement mixers, refuse trucks, and tractor trailers.

Courtesy Vehicle: Vehicles that are owned by a dealership but leased by Temple University for use by staff. The vehicle can be used for both personal and professional travel and is permitted to be parked at the home of the individual it is assigned to. If employment ends, the vehicle is returned to Temple University, which can transfer the vehicle to another employee.

Patrol Vehicle: Vehicles whose primary purpose is for monitoring and ensuring the safety and security of the Temple Community.

Utility Vehicle: Vehicles whose primary purpose is for hauling tools and equipment needed to maintain campus operations.

Utility Task Vehicle: A vehicle designed to help haul material and travel across terrain ranging from smooth to rough. An example is the John Deere Gator.

Short-Term Lease: A lease that is shorter than 120 days (as defined by the U.S. Department of Energy).

Long-Term: A lease that is 120 days or longer (as defined by the U.S. Department of Energy).