



ADMINISTRATIVE PROCEDURE

SUBJECT: REPLACEMENT OF DISTRICT VEHICLES	Number <u>XIII-2</u>	<u>Effective Date:</u> Issued: 12/12/88 Revised: 6/08/92 Revised: 3/11/13	Page 1 of 2
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PURPOSE:

To establish a policy for cost-effective and timely replacement of District light vehicles and heavy equipment (vehicles/equipment). To ensure that replacements are conducted that meet the on-going operational needs of the department and District. To ensure that adequate funding is identified in the District's Capital Improvement Program to facilitate these purchases.

POLICY:

This policy is designed to provide for a safe and dependable vehicle/equipment fleet and to ensure cost-effective controls for vehicle/equipment replacement.

PROCEDURE:

1. Vehicles/equipment will be reviewed for possible replacement as follows:

a. Light Vehicles:

- | | |
|------------------------------|------------------------|
| 1) Passenger Car | 10 years/100,000 miles |
| 2) Compact Pick-Up | 10 years/100,000 miles |
| 3) ½ Ton Pick-Up | 10 years/100,000 miles |
| 4) ¾ Ton Pick-Up | 10 years/100,000 miles |
| 5) Extended-Use Vehicle | 10 years/100,000 miles |
| 6) 10,000 to 13,500 lb. GVW* | 10 years/100,000 miles |

b. Heavy Equipment:

- | | |
|------------------------------|----------|
| 1) 14,000 to 26,000 lb. GVW* | 13 years |
| 2) 26,500 to 80,000 lb. GVW* | 13 years |
| 3) Mobile Crane | 13 years |
| 4) Landscape Tractor | 13 years |
| 5) Light Tractor | 13 years |
| 6) Medium Tractor | 13 years |
| 7) Forklift | 13 years |
| 8) Equipment Trailer | 13 years |
| 9) Boat | 13 years |

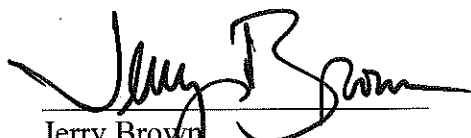
*GVW = Gross Vehicle Weight

2. Each fiscal year, maintenance records of vehicles/equipment meeting the criteria set forth will be reviewed. Vehicles/equipment with good maintenance records may be retained and reviewed annually thereafter for replacement. Light vehicles with low mileage and/or good maintenance records may be retained until it is deemed cost effective to replace them. Vehicles/heavy equipment with poor service/maintenance histories can be considered for early replacement at the discretion of District management. All vehicles/equipment that are replaced shall be disposed of at public auction in accordance with District procedures.

RESPONSIBILITY:

1. The Finance Department shall be responsible for the following:
 - a. Recommending the purchase/sale of vehicles/equipment and/or assignments of same for all District departments.
 - b. Final determination of the cost effectiveness or need to replace vehicles/equipment submitted for consideration.
 - c. Preparation and/or review and approval of vehicles/equipment bid specifications with the participation of the Department Head.
 - d. Recommending the replacement of vehicles/equipment other than provided in this Administrative Procedure.
2. The Purchasing Division of the Finance Department shall be responsible for the bid/purchase process.

APPROVED:



Jerry Brown
General Manager