ADMINISTRATIVE PROCEDURE

SUBJECT: REPLACEMENT OF DISTRICT VEHICLES

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<td>XIII-2</td>
<td>Issued: 12/12/88</td>
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<td>Revised: 6/08/92</td>
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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