



GUIDELINES FOR REPLACEMENT OF DISTRICT VEHICLES

The district fleet is categorized based upon the primary purpose for the vehicle. Student transportation vehicles such as vans, sedans, and station wagons are used to transport students on field trips and to various athletic events. The general purpose vehicles such as sedans, pickup, stake bed and panel trucks are used by the staff to provide maintenance support services. Specialized vehicles include lawn mowers, chippers, tractors, trucks and trailers used by staff for specific duties and projects. A fourth category of vehicles includes those used for instructional purposes such as in the fire technology, police academy and the diesel programs.

Annually in March, the condition of the fleet will be reviewed by the plant services director and a report submitted to the vice president, facilities and operations. The director shall recommend vehicles to be removed from the fleet based upon the criteria provided in these guidelines. Recommendations for funding for replacement vehicles will be submitted as part of the budget development process.

A. Student Transportation:

Financing:

1. Lease agreements

Replacement Standards (any one of the following conditions):

- 3 to 5 years in age
- 100,000 miles
- Total repair costs exceed 100% of purchase price
- Single repair cost exceeds 50% of purchase price

B. General purpose: nonspecialty pickups, trucks, sedans

Financing:

1. Purchase used
2. Purchase new

Replacement Standards (any one of the following conditions):

- 10 years in age
- 150,000 miles
- Repairs exceed 100% of purchase price
- Single repair after warranty exceeds 50% of purchase price
- Vehicle is declared a total loss after an accident

C. Specialty Vehicles: trucks, tractors, mowers, chippers, trailers

Financing:

1. Purchase new
2. Purchase used

Replacement Standard:

Replacement is based upon an assessment of condition and effective value to the plant services program. A professional mechanical report and program administrator's recommendation to the President's Cabinet is required.

D. Instructional vehicles: Fire engines, EMT vans, trailers, police cars, trucks

Financing:

1. Donation
2. Lease agreement
3. Purchase new
4. Purchase used

Replacement Standard:

Replacement is based upon an assessment of vehicle condition and its effective value to the instructional program. A professional automotive mechanical report and programs administrator's recommendation to the President's cabinet is required.