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Criteria to Surplus Vehicles and to Request Fleet Replacement

Responsible Office: Public Safety Division

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1.0 Purpose

To describe the procedures to use in determining when and how to surplus state vehicles and request fleet replacements.

2.0 Policy

The Vehicle Services Bureau, Public Safety Division, is responsible for the overall management of GHSU Fleet Vehicles. It is very important that old vehicles be replaced with newer, more economical and fuel efficient vehicles, on a timely basis. Vehicle Services is responsible for providing current information to users of GHSU Vehicles and to advise them on surplus procedures.

3.0 Procedure

3.1 Vehicle Users

3.1.1. The users of GHSU Fleet vehicles are required to monitor the condition and mileage of the vehicles under their control. The user will assist the Vehicle Services Manager in determining when and if a vehicle should be salvaged based on the condition of the vehicle and needs of the user.

3.1.2. The users of GHSU Fleet vehicles are required to notify the Vehicle Services Manager, in writing, when the user wishes to request a replacement vehicle. Although the Vehicle Services Bureau maintains mileage and maintenance costs records on each vehicle, the ultimate responsibility to manage individual vehicles rests with the vehicle user.

3.2 Manager, Vehicle Services Bureau and Chief of Public Safety Services

3.2.1. The Manager of the Vehicle Services Bureau is responsible for monitoring the GHSU Fleet. Information, such as mileage figures and maintenance costs, will be collected and analyzed by the Manager. This information will be used as the basis for requesting salvage of vehicles and replacement purchases.

3.2.2. The Vehicle Services Manager will be responsible for compiling an annual list of suggested vehicle replacements. This list will be based on age, mileage and maintenance costs associated with the vehicle. This list will be provided to the Chief of Public Safety Services for review and approval.

3.2.3. The Chief of Public Safety Services will prioritize the annual list of vehicles suggested to be salvaged and replaced. This list will be provided to the Vice President for Administration in the form of a request for fleet replacement funding. Once this list is approved and funding provided, an order for vehicles will be submitted in compliance with State of Georgia and Board of Regents purchasing policy.

3.2.4. The Chief of Public Safety Services will ensure that all purchases of vehicles are in compliance with state contracts and the Alternate Fleet Fuels Program.

3.2.5. The Vehicle Services Manager will take actions to ensure that vehicles to be salvaged are turned over to GHSU Materials Management for processing and records management. The Vehicle Services Manager will also advise the State of Georgia Risk Management Office, Vehicle Insurance Section of all salvage and new purchase actions.

3.2.6. Once new fleet vehicles have been delivered to GHSU, the Vehicle Services Manager will inspect each vehicle for safety and contract compliance. The Vehicle Services Manager will initiate proper records collection for the vehicle and coordinate with the end user for salvage of the vehicle being replaced.

4.0 Suggested Disposal Criteria for GHSU Fleet Vehicles

Vehicle Description	Age in Years	Maximum Mileage
Sedans and Station Wagons	6	80,000
Trucks, below 10,500 GVW	8	80,000
Vans, Passenger	6	80,000
Vans, Cargo	8	80,000
Bus	10	70,000
Trucks, Heavy Duty	12	100,000
Motorcycles/Scooters	10	25,000
Police Pursuit Sedans	3	65,000
Utility Carts	10	2,000 hrs

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