

VEHICLE REPLACEMENTS

Several District and college departments use District-owned vehicles in the performance of official duties. It is the responsibility of the location Business Offices to maintain and keep District-owned vehicles safe and operable.

Vehicles for Student Transportation

1. All vehicles used for student transportation shall be replaced upon the recommendation of the college Business Office.
2. Vehicles used for transportation shall be replaced or disposed of when the maintenance costs become excessive or the down time due to repairs has an adverse impact on the instructional program.
 - a. Major expenditures for repair should not be made when the cost of the repair, plus the vehicle salvage in un-repaired condition, exceeds its wholesale value in repaired condition.
 - b. Replacement factors that should be considered are:
 - 1) age;
 - 2) mileage;
 - 3) life-cycle maintenance cost;
 - 4) condition and reliability; and
 - 5) type of service it serves.

Other Vehicles

1. Other vehicles shall be replaced when the maintenance costs become excessive or the vehicle has little remaining wholesale value.
2. Replacements will be funded by District/college program allocations or through their major equipment replacement budget.

Disposal of Vehicles

The location Business Office will submit a disposal notice (form 4cd-238) to the Purchasing Department for all vehicles that are to be disposed.