



CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL

POLICY TITLE	Vehicle and Equipment Replacement
INITIAL EFFECTIVE DATE	July 24, 2017
LAST REVISION DATE	Replaces <i>Administrative Order No.7 issued on December 6, 2011</i>
POLICY NUMBER	15.03

OBJECTIVE This policy sets forth measures to effectively manage the City's fleet and equipment program.

SCOPE This policy addresses the procedures for replacement, removal, exchanging, selling and/or trading-in vehicles and equipment owned by the City of Watauga.

POLICY

As vehicles and equipment reach the threshold mileage, age, or maintenance cost of 50% of the purchase price for replacement criteria, an evaluation will be performed by the Fleet Maintenance Department. The Fleet and Facilities Superintendent will determine if it will be replaced, removed, exchanged, sold and/or traded-in versus being re-assigned to lesser status of usage to another department needing similar types of vehicles/equipment. If the vehicles or equipment are noticeably above and beyond normal maintenance costs, which will be determined at that time, it will be deemed replaceable regardless of years and mileage/hours.

Staff will develop parameters to be followed when determining replacement eligibility. Maintenance costs must not to exceed 50% of purchase price of vehicles and equipment.