

Vehicle Replacement, Retirement, and Repurposing Policy

1. Purpose

- To ensure the agency's vehicle fleet is safe, reliable, cost-effective, and environmentally sustainable.
- To provide guidelines for the timely replacement, retirement, and repurposing of agency vehicles.

2. Scope

- Applies to all agency-owned vehicles, including passenger cars, trucks, vans, and specialized equipment.

3. Definitions

- **Replacement:** The process of removing a vehicle from active service and acquiring a new or different vehicle to replace it.
- **Retirement:** The process of permanently removing a vehicle from active service without a direct replacement.
- **Repurposing:** The process of reallocating a vehicle from one department or use to another within the agency.

4. Criteria for Replacement

- **Age and Mileage:** Vehicles should be considered for replacement when they reach a specific age or mileage threshold (e.g., 5 years or 250,000 kms, whichever comes first).
- **Maintenance Costs:** If the cost of repairs and maintenance exceeds a certain percentage of the vehicle's value (e.g. value amount/ 50%), replacement should be considered.
- **Reliability:** Vehicles that frequently experience breakdowns or require extensive repairs should be evaluated for replacement.
- **Safety:** Vehicles that no longer meet safety standards or are prone to safety issues should be prioritized for replacement.
- **Fuel Efficiency and Environmental Impact:** Consider replacing older, less fuel-efficient vehicles with newer, more fuel-efficient models.

5. Criteria for Retirement

- **End of Useful Life:** Vehicles that have reached the end of their useful life and cannot be economically repaired.
- **High Maintenance Costs:** Vehicles with maintenance costs that consistently exceed a predefined threshold.
- **Safety Concerns:** Vehicles that pose safety risks to drivers and passengers.

- **Obsolescence:** Vehicles that are technologically outdated or no longer suitable for their intended purpose.

6. Repurposing Guidelines

- **Assessment of Needs:** Evaluate if the vehicle can be repurposed to meet the needs of another department or function within the agency.
- **Condition and Suitability:** Ensure the vehicle is in good condition and suitable for its new intended use.
- **Cost-Benefit Analysis:** Conduct a cost-benefit analysis to determine if repurposing is more economical than replacement.

7. Replacement Procedures

- **Budgeting:** Allocate funds for vehicle replacement in the annual budget.
- **Approval Process:** Establish an approval process for vehicle replacement, including necessary approvals from the relevant **Property Manager and Director of Finance and Administration.**
- **Procurement:** Follow the agency's procurement policies and procedures to acquire new vehicles.

8. Retirement Procedures

- **Decommissioning:** Properly decommission retired vehicles, including removing agency logos and sensitive equipment.
- **Disposal:** Dispose of retired vehicles in accordance with agency policies, local regulations, and best practices (e.g., auction, recycling).
- **Data Security :** data removal ensure all personal and sensitive data is removed from the vehicle before disposal, including GPS data , personal information stored inn the vehicles system and company specific information removed.

9. Repurposing Procedures

- **Transfer Documentation:** Document the transfer of vehicles between departments, including condition reports and updated asset records.
- **Reallocation:** Update the agency's fleet records to reflect the new allocation of the repurposed vehicle.

10. Monitoring and Review

- **Fleet Management System:** Utilize a fleet management system to track vehicle age, mileage, maintenance costs, and other relevant data.
- **Periodic Review:** Conduct a **quarterly** review of each of the vehicles in the fleet to identify candidates for replacement, retirement, or repurposing.

- **Performance Metrics:** Establish and monitor performance metrics to ensure the effectiveness of the policy.

11. Responsibilities

- **Property Manager:** Responsible for overseeing the implementation of the policy, conducting evaluations, and making recommendations.
- **Director of Finance and Administration :** Responsible for budget planning and financial oversight of vehicle replacement, repurposing and retirement.

12. Policy Review and Updates

- The policy should be reviewed and updated periodically (e.g., every two years) to ensure it remains relevant and effective.
- Amendments will be reviewed by the Sioux lookout Property Manager or designate, which will make recommendations to the Director of Finance and Administrative for final approval.

13. Documentation and Record Keeping

- **Records:** After the disposal of the Agency vehicle all documentation will be saved on the server. This will include a signed copy of the permit, bill of sale and report including condition and appraisal value.
- **Retention:** All records will be kept for 7 years in the finance filing and backup on the server under the Property Department.

14. Environmental and Sustainability Considerations

- Prioritize the acquisition of vehicles with lower emissions and higher fuel efficiency.
- Explore options for electric or hybrid vehicles where feasible.