

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN  
BOARD POLICY**

**POLICY:** Fleet Acquisition, Replacement and Disposal Policy

**AUTHORITY:** Board Resolution dated August 4, 2016.

**POLICY STATEMENT**

The acquisition, replacement and disposal of Regional District fleet vehicles will be undertaken in an efficient and cost effective manner that minimizes greenhouse gas emissions and maximizes life-cycle economics while taking into account the individual services' current and future needs.

**PURPOSE**

To establish the method and criteria for procurement and subsequent disposal of the safest, most fuel efficient vehicles that meet department needs. Vehicle acquisitions will seek to optimize the fleet size, support climate action initiatives by minimizing the environmental impact of owning and operating vehicles and provide the best overall value for the Regional District. Vehicle disposals will be done in a fair, transparent manner that maximizes value.

**DEFINITIONS**

RDOS – Regional District of Okanagan Similkameen

Fleet vehicles– all vehicles, except specialized Emergency response vehicles, owned by the RDOS

Green Alternative vehicles – vehicles that emit low or zero emissions; typically powered by fuels other than gasoline or diesel

Right sizing – vehicles purchased to meet the average or usual anticipated use of the vehicle.

Service life replacement trigger points – 200,000 km or 10 in-service years

**RESPONSIBILITIES**

Department managers will assess operational needs and identify any new or replacement vehicle requests during the annual budget process.

The Board will consider each request for new/replacement vehicles during the annual budget process.

The Board will be notified of any unanticipated, “emergency” replacements as they occur throughout the year. The Board will consider each emergency replacement as they occur.

**PROCEDURES**

Department managers will ensure right sizing of vehicle purchases. Some items to be considered when determining a vehicle to meet right sizing are:

- a) engine size
- b) vehicle weight
- c) average carrying capacity (if applicable)
- d) average passenger capacity
- e) average terrain (all wheel drive/four wheel drive requirements)

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f) acceptable safety equipment

When more than one type of vehicle make and/or model is suitable to meet right sizing, life cycle costs including capital costs, maintenance costs, fuel costs and resale value should be considered.

The lowest GHG emission fuel possible should be purchased for all fleet vehicles. Green alternative vehicles should be selected whenever operationally suitable.

All fleet vehicles will be standardized in colour. All fleet vehicles will be outfitted with the appropriate RDOS logo decals.

Department managers will work collaboratively with other departments requiring vehicles to solicit the most desirable quote from prospective vendors and ensure purchasing policy requirements are met for any vehicle acquisition.

Replacement vehicles reaching the service life replacement trigger points, will be assessed using the "Vehicle Replacement Guide Scoring Sheet" (see attached). The scoring sheet will accompany any subsequent budget requests.

The RDOS will only make urgent "safety related" repairs immediately prior to disposition of any vehicle.

Department managers will ensure vehicles under their authority maintain a preventative maintenance program to maximize useful life.

Disposal of any vehicle will seek to maximize value to the RDOS.

Methods of disposal include; internal reassignment between services at an agreed upon fair market value, trade-in and offer for sale to public. If a vehicle is deemed obsolete or unsafe for resale, it will be sold when possible, for scrap metal.

Disposals will not be made to RDOS employees or Board Members without written consent from the Chief Administrative Officer.

**RDOS VEHICLE REPLACEMENT GUIDELINE SCORING SHEET**

Inspection date: \_\_\_\_\_

Unit number: \_\_\_\_\_ VIN: \_\_\_\_\_

Vehicle Make/Model: \_\_\_\_\_ In-service date: \_\_\_\_\_

Kilometers or Hours: \_\_\_\_\_

Dept. Assigned to: \_\_\_\_\_

FACTOR	DESCRIPTION		POINTS
Age	One point for every year of service from manufacture date		
Mileage	One point for every 20,000 kms.		
Type of Service	1 to 5 points based on type of service		
	Constant Heavy Use (eg. Utilities)	5 Points	
	Occasional Heavy Use (eg. Parks)	4 Points	
	Medium Use (eg. Inspections)	3 Points	
	Light Use (eg. Landfills)	2 Points	
	Administrative Use (eg. Pool Vehicles)	1 Points	
Reliability	Frequency of Repairs (in addition to regular preventative)		
	Pending major repairs	10 Points	
	In shop once per month	8 Points	
	In shop every 2 months	6 Points	
	In shop every 4 months	4 Points	
	In shop every 6 months	2 Points	
Condition	General Exterior Appearance Integrity of Interior Rust, Dents etc.	Good	1 Point
		Fair	3 Points
		Poor	5 Points
Deduction	Deduct 5 Points if vehicle is still under manufacturer's warranty		
<b>TOTAL POINTS</b>			

Points Ratings	Under 20	Condition 1	Excellent
	20 to 25	Condition 2	Good
	26 to 30	Condition 3	Fair
	31 to 35	Condition 4	Poor (consider replacement)
	Over 35	Condition 5	Replace

Comments: