

Augusta University

Policy Library

Criteria to Surplus or Purchase Vehicles

Policy Owner: Quality Mgmt

POLICY STATEMENT

This policy will provide procedures and guidelines for the correct requirements in order to surplus or request a vehicle.

The intent of this policy is to provide Augusta University (“Augusta” or “University”) faculty and staff guidance regarding the salvage/surplus of Augusta vehicles and instructions on requesting fleet vehicle replacement.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

The Vehicles Services branch of Facilities Services is responsible for the execution of this policy. The Vehicle Services Foreman is the designated Fleet Manager in accordance with DOAS regulatory requirements. This policy applies to all Augusta personnel that operate an Augusta fleet vehicle.

DEFINITIONS

A fleet vehicle is defined as any vehicle owned or leased by the University for the purpose of conducting official business for Augusta.

PROCESS & PROCEDURES

Responsibility: Budget Unit.

- The Budget Unit desiring to purchase or replace a vehicle must have the appropriate departmental or divisional approval. Approval information and the departmental request must be forwarded to the Vehicle Services Foreman. These requests will be reviewed by the Director of Facilities Operations and Vice President of Facilities Services. Departments who own or add a specialty vehicle or equipment (i.e. street sweeper, tractor, boom truck, etc.) will be responsible for the labor and materials charges for the specialty equipment portion repair. Vehicle services will only be responsible for the powertrain portion of these specialty vehicles.
- The Department owners of Augusta Fleet vehicles are required to notify the Vehicle Services Foreman, in writing, when the user/department wishes to request a replacement vehicle via email VEHICLE_SERVICES@gru.edu. Each vehicle requested

Office of Compliance and Enterprise Risk Management Use Only

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Policy Sponsor: Type the title of the Executive Leader of the department.

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should be justified and the replacement vehicle will be “like kind” unless written in justification. All new Augusta vehicles will be white in color unless approved by Director of Facilities Operations or Vice President of Facilities Services. Although Vehicle Services maintains mileage and maintenance costs records on each vehicle, the ultimate responsibility to manage individual vehicles rests with the vehicle user/department.

Responsibility: Vehicle Users

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

Responsibility: Foreman, Vehicle Services Bureau and Director of Facilities Operations

- The Foreman of the Vehicle Services Bureau is responsible for monitoring the Augusta Fleet. Information, such as mileage figures and maintenance costs, will be collected and analyzed by the Foreman. This information will be used as the basis for requesting salvage of vehicles and replacement purchases.
- The Vehicle Services Foreman 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 Director of Facilities Operations for review and approval.
- The Director of Facilities Operations will prioritize the annual list of vehicles suggested to be salvaged and replaced. This list will be provided to the Vice President for Facilities 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.
- The Director of Facilities Operations will ensure that all purchases of vehicles are in compliance with state contracts and the Alternate Fleet Fuels Program.
- The Vehicle Services Foreman will take actions to ensure that vehicles to be salvaged are turned over to Augusta Materials Management for processing and records management. The Vehicle Services Foreman will also advise the State of Georgia Risk Management Office, Vehicle Insurance Section of all salvage and new purchase actions. Upon receipt of the new vehicle, the receiving agency has 60 days to request disposal from the Surplus Division.

Suggested Disposal/Surplus Criteria for Augusta Fleet Vehicles, each vehicle circumstance could be different.

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

Buses	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 hours

REFERENCES & SUPPORTING DOCUMENTS

University System of Georgia; Human Resources Administrative Practice Manual; Employment—Policy on Motor Vehicle Use

University System of Georgia: Business Procedures Manual 3.2, Vehicles

Office of Planning and Budget Policy No. 10 (**Attached**)

DOAS Georgia Fleet Management Manual (FY 2014) (**Attached**)

RELATED POLICIES

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APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 06/20/2017