

## **POLICY EEBA - Division Vehicles Acquisition & Replacements**

**The Board supports the acquisition of vehicles necessary for staff to use in the performance of their responsibilities.**

### **PURPOSE**

To provide guidelines for making vehicle purchasing and replacement decisions.

### **GUIDELINES & PROCEDURES**

#### **Acquisitions:**

1. Each request to acquire a vehicle shall be submitted to the Superintendent, Secretary Treasurer and Director of Transportation if it was not approved as part of the annual budget.
2. A request may be approved by any of the above if it can be demonstrated that no other Division vehicle is available for the defined purpose.
3. The approval shall state whether the vehicle shall be rented, leased or purchased and if there are cost efficiencies in the use of Division owned vehicles.

Decision shall be dependent upon:

- a) the projected operating and capital costs,
  - b) the cost of using an employee's vehicle using the division's employee reimbursement 'per kilometer' rate, and
  - c) the amount the vehicle is expected to be used.
4. Specifications for a vehicle shall be established by the user department in consultation with the Director of Transportation.
  5. A used vehicle will be acquired when, in the opinion of the Director of Transportation, the vehicle could provide good value to the Division.
  6. If a new vehicle is to be acquired, a minimum of three (3) dealers shall be invited to submit a tender and tendering process should be compliant with Administrative Procedure DJ-Purchasing Guidelines.
  7. Acquisitions / replacements should be planned and usually dealt with as annual budget items.

#### **Disposals:**

1. A vehicle may be replaced or sold when:
  - a) it has been driven in excess of 250,000 km; or
  - b) it is over eight (8) years old by model year; or
  - c) it is no longer economical to maintain it; or
  - d) the purpose for which it was purchased no longer exists.

2. The Superintendent shall approve all disposals of vehicles.
3. A vehicle may be disposed of by:
  - a) trading it in on another vehicle; or
  - b) selling it by tender; or
  - c) public auction, or
  - d) selling it at an average public auction price as determined by Director of Transportation to a not-for-profit organization.

### **REFERENCES**

**Cross References:**

**Legal Reference:**

**BM#:** 028-96; 226-02; 20171005.1005; 20210121.1004; 20230928.1010

**Next Review:** 2026/2027