

## FLEET UNIT DISPOSAL

### I. PURPOSE:

The following guideline establishes policies and procedures for the systematic fleet unit disposal of the City's Fleet.

### II. POLICY:

It is the policy of the City of Little Rock that fleet units will be disposed based on a standard set of criteria established by the Fleet Services Department, based on age, condition and historical operating costs.

### III. DEFINITIONS:

- A. Auction: Fleet unit sales are handled online or through a live bid process to the highest bidder.
- B. Disposal: The sale and/or salvage of City of Little Rock retired fleet units.
- C. Fleet Unit: A City-owned vehicle or piece of equipment of a value of \$1,000.00, or greater, that is motorized, self-propelled and/or attached to or pulled behind a self-propelled unit.
- D. Customer: Any Department or contracting organization that utilizes the management services of the Fleet Services Department.

### IV. RESPONSIBILITY:


- A. The Fleet Services Department Director is responsible for the development of the policies and procedures set forth in this guideline.
- B. The Fleet Services Department is responsible for administration and disposal of all City-owned Fleet Units.
- C. The Customer Department is responsible for returning retired fleet units to the Fleet Services Department for reassignment or disposal upon receipt of new replacement fleet units.
- D. The Fleet Services Department is responsible for establishing disposal agreements and scheduling the auction of disposal fleet units.
- E. The Fleet Services Department is responsible for making arrangement for transportation of surplus fleet units to the auction site.

V. PROCEDURE:

A. Selection and Disposal of Surplus Fleet Units:

1. Based on age, condition and life maintenance costs, the Fleet Services Department will determine the fleet units that need to be disposed.
2. The Fleet Services Department will notify the Department regarding the equipment scheduled for disposal and solicit their feedback for prioritization of disposal list and potential disposal dates.
3. Based on customer feedback, the Fleet Services Department will compile a prioritized final list of units recommended for disposal and begin making arrangements to remove the fleet units from service.
4. The owner Department is responsible for preparing an asset transfer form, transferring the fleet unit to the Fleet Services Department, and then forwarding the transfer form to the Finance Department.
5. Upon sale completion, a list of the disposed fleet units and required inventory removal documentation will be forwarded to the Fleet Services Department.
6. The Fleet Services Department will verify that the sale proceeds for each fleet unit listed has been collected, deposited and posted to the proper account.
7. The Fleet Services Department will be responsible for submitting the fleet unit disposal documentation to the City of Little Rock Property Coordinator for removal from the City inventory.
8. The money from auction of City owned fleet units will be deposited into the Fleet Replacement Fund maintained by the Fleet Services Department, or into the Department's account.

Approved:

  
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Bruce T. Moore  
City Manager