

## VEHICLE PURCHASING AND DISPOSITION

### Background

The Division recognizes the importance of ensuring the division-owned fleet of vehicles are purchased and disposed of when the vehicles are no longer effective to operate.

### Procedures

#### 1. Purchasing of Vehicles

- 1.1 Division-owned vehicles will be replaced using the following vehicle considerations:
  - 1.1.1 Age
  - 1.1.2 Kilometres
  - 1.1.3 History of repairs required
  - 1.1.4 Estimated recapture value
- 1.2 Departments will budget for the funds that will allow for the renewal of vehicles according to the factors noted above in procedure 1.
- 1.3 Departments, in consultation with the Assistant Superintendent-Business, will determine the vehicle type to be purchased and how the vehicle will meet the needs of the department.
- 1.4 When purchasing fleet vehicles such as trucks or vans, tenders will be solicited by a minimum of two vendors. It is important to consider available dealers from all communities within divisional boundaries. Local vendors will be utilized when possible, however, if quotes received are deemed unsatisfactory, outside divisional boundary comparisons will be sought.
- 1.5 When purchasing fleet school buses, public tendering will be conducted through the Alberta Purchasing Connection.
- 1.6 All advertising for fleet vehicles to purchase shall indicate that the “lowest or any tender not necessarily accepted”.

#### 2. Disposition of Vehicles

- 2.1 When it is necessary to dispose of division-owned vehicles, they shall be offered for sale by any one or combination of the following options.
  - 2.1.1 Public tender
  - 2.1.2 Public auction
  - 2.1.3 Websites such as Kijiji, Buy and Sell, etc.
- 2.2 All vehicles shall be advertised for sale with the statement that the vehicle is sold “as is, where is” with no warranty implied.
- 2.3 All advertising of vehicles for sale shall indicate that the “highest or any tender not necessarily accepted”.