

Vehicle Replacement	Policy	F10
	Effective Date	January 2003
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What is the policy?

It is the policy of the department that councils ensure the effective management, including: acquisition, use and maintenance, licensing and disposal, of the community vehicle inventory.

All acquisitions, replacements and trade-ins must be according to the vehicle replacement guideline (see Appendix F10-A Vehicle Replacement Guideline) and the community management plan. Only vehicles defined in this guideline will be considered for funding purposes. Vehicles must be used for delivery of a municipal service and operated by qualified personnel with an appropriate operator certificate.

New vehicle acquisition may be considered where no private service capability exists within the immediate area. Use requirements should be at least 10 per cent (four hours per week) of the total year. The exception is fire and emergency vehicles.

Local Government Services Program (LGSP) funded communities, excluding settlements and interim-level communities, receive an annual reserve fund allotment for vehicle replacements. These funds must be invested upon receipt in order to finance the purchase of replacement vehicles when required. Fire and emergency vehicles are replaced by the department and community safety officer vehicles are leased.

All existing equipment that is replaced in accordance with this policy must be either traded in on acquisition of a replacement or disposed of as per the guideline.

Community responsibilities

- Annually review replacement requirements in conjunction with the guideline and the community management plan (CMP) to avoid shortfalls.
- Council may submit a proposal as part of the five-year capital plan included in the CMP to the department for either new or replacement vehicle shortfalls which may or may not exceed guideline criteria, provided it is supported by a detailed business case.
- Council may choose to defer replacing a vehicle if it is serviceable and hold the funds in the reserve until required.
- Council must annually deposit reserve funds to the appropriate reserve account.
- Council must dispose of trade-ins according to the guideline.

- Council must update the community inventory report to ensure the accurateness of the community inventory database (see Policy G8 Community Inventory) and to ensure the appropriate insurance coverage (see Policy G12 Property and Vehicle Insurance).

Department responsibilities

- Based on input from the communities, ensure the community inventory database is current and appropriate insurance coverage has been obtained.
- The department will provide advice on vehicle replacement, as requested.

Other information

- Appendix F10-A Vehicle Replacement Guideline