

Charles County Government Department Standard Operating Procedure

Title:	Vehicle and Equipment Replacement	SOP #: DP.DPW.01.001
Department:	Public Works	Effective Date: 04/05/2006
Division:	Administration	Last Review Date: 06/21/2018
Purpose:	To standardize the replacement of county vehicles and equipment, maximize useful life, promote fiscal responsibility, and maintain a professional fleet image in a safe and cost-effective manner.	
References:	N/A	
Attachments:	N/A	

Procedure:

1.0 Responsibility

- 1.1 All vehicles and equipment will be purchased in accordance with the Charles County Government Purchasing Guidelines and in compliance with the Code of Maryland Regulations (COMAR).

2.0 Replacement Criteria – Vehicles

- 2.1 The following criteria is used to determine if a vehicle is eligible for replacement:
- 2.1.1 Vehicles under 26,000 lbs. - 10 years and/or 150,000 miles
 - 2.1.2 Trucks 26,000 lbs. and over - 12 years and/or 150,000 miles

3.0 Replacement Criteria – Equipment (\$1,000.00 and above)

- 3.1 Due to the varied types of equipment used by the county, there is no specific criteria for equipment replacement. Equipment requests should be accompanied by a narrative which justifies the replacement. The justification may discuss past experience or industry standards for useful life.

4.0 Request and Approval

- 4.1 Departments will make requests for replacement vehicles and equipment in their respective budgets. Requests should provide justification for the replacement and include supporting documentation as needed.
- 4.2 As part of the budget review process, replacement requests will be provided to the Vehicle Maintenance Superintendent at the Department of Public Works.
- 4.3 The Vehicle Maintenance Superintendent will verify that the replacement criteria has been met. All vehicles and equipment will be subject to an evaluation which includes a physical inspection and a review of the maintenance and repair history.

4.4 The Charles County Commissioners will approve the replacement of any and all vehicles and equipment as part of the annual budget.

4.5 During the procurement process, requisitions for vehicles must be sent to the Vehicle Maintenance Superintendent for review prior to approval of the purchase order.

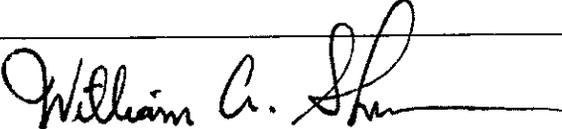
5.0 Transfer or Disposal

5.1 Certain vehicles that are not fit for highway use may best serve the county in off-road applications at parks, wastewater treatment plants, or the landfill rather than be auctioned. These vehicles will operate without tags and be removed from the vehicle insurance policy. Vehicles used for off-road applications will be covered by the county's general liability insurance policy.

5.2 The Chief of Purchasing will notify the Department of Public Works of all vehicles going to auction prior to releasing the vehicle to the auctioneer.

6.0 Exceptions

6.1 Any and all exceptions to this procedure must be approved in advance by the Director of Public Works.

Authorized:		Date:	6/21/18
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Revision Dates:	09/20/2012			