

VEHICLE REPLACEMENT

A. Purpose and Scope

To provide guidance and direction for District Staff in the replacement of District vehicles.

To ensure the District maintains a safe and cost effective fleet of vehicles that meet all state and federal air quality requirements.

This regulation applies to ALL district owned vehicles.

B. General

1. This policy affects staff, parents and students of Tracy Unified School District.
2. The Assistance Superintendent for Business Services will report the purchase of vehicles to the governing board annually.

C. Forms used and Additional References

1. Vehicle Use Form (for both district vehicles and non-district vehicles)
2. Vehicle Inspection Report
3. Repair Request Form

D. Procedure

To ensure the safety of all staff and students, starting in the 1998-1999 school year, the District has implemented the following vehicle replacement program. Using industry standards, the following vehicle life expectancies are:

- a. Ten (10) years for $\frac{3}{4}$ ton vehicles or smaller, this includes cars/station wagons and vans.
- b. Fifteen (15) years for vehicles greater than $\frac{3}{4}$ tons, this includes small school buses.
- c. Twenty (20) years for large school buses.

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Using the vehicle life expectancies listed above, implement the following policy:

- a. During the life expectancy, the district will pay ALL costs (except fuel) to maintain the vehicles.
- b. After the life expectancy has elapsed, each department will be responsible for the following percentages of vehicle repairs.
 - 1. Year one over life expectancy, each department will pay 50% of vehicle repairs.
 - 2. Year two over life expectancy, each department will pay 75% of vehicle repairs.
 - 3. Year three over life expectancy, each department will pay 100% of vehicle repairs.
 - 4. Year four over life expectancy, each department will pay 100% of vehicle repairs.
 - 5. Year five over life expectancy, each department will pay 100% of vehicle repairs.

Starting year six (6), over the life expectancy of a vehicle, the vehicle will be placed out of service and sold at the next district surplus sale.

Each department supervisor will be responsible for replacing vehicles within their own department budget. The Transportation Department will continue acquiring vehicles at surplus.

These vehicles will be available to replace older vehicles.

Departments will be charged for repairs or damage due to neglect.

- E. Reports Required**
District Vehicle List
- F. Record Retention**
Transportation Office
- G. Responsible Administrative Unit**
Business Services
- H. Approved By**
Assistant Superintendent for Business Services

Approved: 5/9/06