502: Vehicle Acquisitions/Transfer

500: Fleet · https://milo.masseyservices.com/docs/502vehicle-acquisitions-transfer/

Section: Fleet
Subject: Vehicle Acquisitions/Transfer
Approved by: Eric Hernandez
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Policy Owner: Director of Fleet

Policy

Vehicle Acquisition

Vehicle Acquisitions will normally be approved during regular budget sessions by the Regional Manager, Vice President of Operations and the Chief Financial Officer. In order for a vehicle to be approved, you must do the following:

- Submit a properly completed Capital Expenditure Request (CER) (located on the G Drive under Forms)
- Submit a properly completed Vehicle Requisition and Transfer form, with the following supporting documentation attached:
  - Most recent vehicle inspection report for vehicle being replaced
  - Budget Worksheet #23 Vehicle Summary which should also reflect the transfer or acquisition of a new vehicle.
  - If requesting an additional vehicle to present to the fleet, complete Section “A”. If requesting a replacement, complete Section “B” of the Vehicle Requisition and Transfer.

Vehicle Transfer

The Regional Manager and the Director of Fleet and Assets must approve vehicle transfers between Service Centers.

To transfer a vehicle, do the following:

- Complete Section “C” of the Vehicle Requisition and Transfer form
- Include a current Vehicle Inspection Report on the vehicle being transferred, reflecting the condition of the vehicle.

Conditions of Transfer

Transfers will be considered on the following basis:

- Necessity for the vehicle in the Service Center requesting the vehicle
- Cost of vehicle to include monthly lease payment, maintenance, mechanical / condition and image
- Budgets of Service Centers involved
- Policy regarding Vehicle Assignment (P&P #503)
- Other operational considerations

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