

SECTION: Fleet

SUBJECT: Vehicle Acquisitions / Transfer

P & P No.: 502**Section:** Fleet**Subject:** Vehicle Acquisitions / Transfer**Approved By:** Eric Hernandez**Effective Date:** July 12, 2005**Last Reviewed Date:****Policy Owner:****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 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:

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- 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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