



AP 7-700 – VEHICLE REPLACEMENT

BACKGROUND

Vehicles in the Western School Division serve a variety of uses and specialization. Due to the proximity of WSD school administration and operation sites, some vehicles accrue less mileage than those used for out of town trips and functions. The following procedure details the process to be used for vehicle replacement.

VEHICLE REPLACEMENT SCHEDULE

This procedure applies to vehicles listed in Exhibit 1 (attached).

BUDGETARY CONSIDERATIONS

An annual Transfer to Capital amount is allocated as a part of the annual Western School Division Budget. In the event that no vehicle will be purchased during the fiscal year, the amount allocated within the budget will be added to a Vehicle Reserve Allocation as part of the overall total Operating Fund Surplus. The Vehicle Reserve Allocation will be reported to the Board in the period between the presentation of the annual Audited Financial Statements and the start of the next fiscal year's budget calculations.

During the budget process, administration will identify the vehicle or vehicles that will be scheduled for replacement for the following fiscal year. An initial estimate of replacement cost will be made so adequate funds from the Transfer to Capital vehicle budget amount plus the Vehicle Reserve Allocation held in surplus can be budgeted.

Funds received from the disposal of vehicles will be added to the Vehicle Reserve Allocation held in surplus.

VEHICLE PURCHASE PROCEDURE

New Vehicle:

1. Vehicle type and general specifications are determined as listed in the Vehicle Replacement Schedule.
2. Determine 2 to 3 equivalent models with similar and comparable options and equipment.
3. Obtain 2 to 3 competitive quotes for each model identified above.
4. The Supervisor of Operations, in consultation with the Superintendent and Secretary Treasurer, will determine and proceed with the purchase based on the following criteria:
 - a. Price
 - b. Warranty
 - c. Estimated cost of ownership over the vehicle's projected life cycle
 - d. Ease and convenience of service
 - e. Budgeted allocation for vehicle replacement

Used Vehicle:

1. Vehicle type and general specifications are determined as listed in the Vehicle Replacement Schedule.
2. Determine 2 to 3 equivalent models with similar and comparable options and equipment.
3. Obtain 2 to 3 competitive quotes for each model identified above.
4. The Supervisor of Operations, in consultation with the Superintendent and Secretary Treasurer, will determine and proceed with the purchase based on the following criteria:



- a. Price
- b. Warranty
- c. Estimated cost of ownership over the vehicle's projected life cycle
- d. Ease and convenience of service
- e. Budgeted allocation for vehicle replacement

Reporting of Purchase:

The Board will be informed of all purchases made by this procedure at the next Regular Board Meeting.

DISPOSAL OF REPLACED VEHICLE

The vehicle that was replaced is to be advertised locally with offers to purchase received by sealed public tender. The Supervisor of Operations will be responsible for a fair and transparent method of disposal.

Adopted: September 12, 2018



EXHIBIT 1

Vehicle Replacement Schedule

Department/User	Requirements	KM/Year	Lessor of Maximum KM or Years of Ownership	Replacement Requirements	Disposal Method
Supervisor of Operations	<ul style="list-style-type: none"> • 4x4 ½ ton pickup truck • Extended Cab • Bus route checking • Track width matches full size vehicles • Higher clearance required • Attend meetings/suppliers with multiple passengers • Occasional towing • Dependability 	24,000	200,000 km or 8 years of ownership	NEW Colour: silver	Public Tender
Home/School Liaison	<ul style="list-style-type: none"> • All Wheel Drive capabilities • Mid sized SUV style • 5 passenger • Child seats capability required • Economical operation • Ease of drivability and parking • Dependability 	12,000	200,000 km or 8 years of ownership	NEW Colour: silver	Public Tender
Maintenance-Electrician	<ul style="list-style-type: none"> • Full size Cargo Van (3/4 ton) • Towing capabilities • 2 Wheel Drive • Roof ladder racks (may be aftermarket installation) 	8,000	200,000 km or 10 years of ownership	Used 2 to 4 years old 50,000 km or less Colour: white	Public Tender
Maintenance-General	<ul style="list-style-type: none"> • Full size ½ ton truck • Regular cab, 8 foot box • 2 Wheel Drive • Towing capabilities 	6,000	200,000 km or 10 years of ownership	Used 2 to 4 years old 50,000 km or less Colour: white	Public Tender



I.T. Director	<ul style="list-style-type: none">• All Wheel Drive capabilities• Mid size SUV• Cargo capabilities• Economical operation• Ease of drivability and parking• Dependability	20,000	200,000 km or 10 years of ownership	NEW Colour: silver	Public Tender
Custodial	<ul style="list-style-type: none">• Full size ½ ton truck• Regular cab, 8 foot box• 2 Wheel Drive• Towing capabilities	8,000	200,000 km or 10 years of ownership	Used 2 to 4 years old 50,000 km or less Colour: white	Public Tender