

Title: Vehicle and Equipment Replacement

Policy No: 4006

Effective Date: May 11, 2020

Motion Number: 20.05.279

Supersedes Policy No: NONE

Review Date: May 11, 2023



Purpose: To ensure Greenview maintains a modern and reliable vehicle and equipment pool, at the lowest overall cost, through establishing a standard of equipment procurement, disposal, replacement and sustainable funding. Fire services equipment will be evaluated separately.

DEFINITIONS

ACAO means the Assistance Chief Administrative Officer.

CAO means Chief Administrative Officer.

CFO means the Chief Financial Officer.

GM means General Manager of one of the major departments and includes the Chief Financial Officer.

Greenview means the municipal corporation of the M.D. of Greenview No. 16.

Heavy Duty means a vehicle with a gross vehicle weight of greater than 10,000 lbs, including 1- ton trucks.

Life Cycle means the useful life of a vehicle or piece of equipment based on the average years, kilometres (km), or engine hours a vehicle or piece of equipment operates before maintenance becomes cost prohibitive.

Light/Medium Duty means vehicles with a gross vehicle weight of less than 8,500 lbs, including SUV’s, minivans, ½ ton trucks.

Medium Duty means vehicles with a gross vehicle weight of between 8,500 and 10,000 lbs, including ¾ ton trucks.

SLT means Senior Leadership Team comprised of the GMs, CFO, ACAO and CAO.

POLICY

General Principles

1. Administration will recommend the type of equipment and vehicles that will be required to be replaced on a regular basis, to ensure the services of Greenview are provided as directed by Council.
2. Administration will endeavor to purchase the most economical and fuel efficient vehicles and pieces of equipment available and will recommend for purchase the most basic vehicle to suit the department's needs
3. Used vehicles and pieces of equipment may be considered for purchase.
4. Administration may consider leasing vehicles or equipment when economically feasible.
5. All fleet acquisition and disposal will be conducted through the legislated procurement processes and in accordance with Greenview purchasing policies.
6. In circumstances where a vehicle or piece of equipment becomes cost prohibitive to maintain or operate, before the end of its established life cycle, it may be considered for early replacement.
7. Upon review, if a vehicle or piece of equipment has continually performed at a high level, with a satisfactory maintenance record, that vehicle or piece of equipment may be considered for a life cycle extension.
8. Vehicles and equipment will be evaluated for replacement based on the following criteria:

VEHICLE/EQUIPMENT TYPE	TIME IN SERVICE (years/kms/engine hours/condition)
Light/Medium Duty Vehicles	10 years / 200,000 kms
Medium Duty Diesel Vehicles	10 years / 300,000 kms
Heavy Duty Vehicles	10 years / 300,000 kms
Graders	10 years / 7,500 hours
Loaders	10 years / 7,500 hours
Backhoes	10 years / 7,500 hours
Track Excavators	7,500 hours
ATV's/UTV's	15 years
Tractors (all types)	7,500 hours
Zambonis	10 years
Light Duty Mowers (zero -turn, self-propelled)	5 years
Gang Mowers	10 year
Water Tankers	20 years

Administrative Responsibilities:

9. Fleet Coordinator and Managers are responsible to recommend replacement of vehicles and equipment in accordance with this policy.
10. Vehicle accessories must be approved by the GM.

11. Vehicle replacement requests must be approved by the GM.
12. SLT must sign off on department requests for fleet vehicles above light/medium duty.

Equipment and Vehicle Fleet Reserve

13. Administration will establish an Equipment and Vehicle Fleet Reserve.
14. Administration will establish a Capital Reserve Replacement rate, taking into consideration the life span of the equipment and vehicle(s) and the estimated replacement cost.
15. Equipment and Vehicle Fleet Reserve replacement charges will be transferred to a capital reserve fund for equipment and vehicle replacement.
16. Fleet replacement and due to obsolescence or end of life cycle will be financed through the Equipment and Vehicle Fleet Reserve.
17. Fleet replacement due to physical damage will be financed through appropriate insurance procedures, with the balance for replacement coming from the vehicle replacement reserve.
18. Proceeds from the disposal of vehicles or equipment will be allocated to the Equipment and Vehicle Fleet Reserve.
19. Interest earned from the Equipment and Vehicle Fleet Reserve will be allocated to the reserve at year end.
20. Council shall authorize the transfer of funds to and from the reserve.